

Regular Council Meeting 7:00 p.m. Monday February 12, 2024

IMPORTANT NOTICE: This meeting will be held in person and will be open to the public in the Council Chambers.

It will also be recorded and livestreamed electronically on the "Village of Merrickville-Wolford" YouTube channel accessible by clicking https://www.youtube.com/channel/UC_OEkw3yIMarGSHGeNecrQg

** Information documents distributed by email*

1. Call to Order
2. Approval of the Agenda (1-3)
3. Disclosure of Pecuniary Interest and the general nature thereof
4. Draft Motions for Consideration (4-8)
5. Minutes
 - a) Regular Council Meeting held on January 8, 2024 (9-14)
 - b) Special Council Meeting, January 15, 2024 (15-16)
 - c) Special Council Meeting, January 16, 2024 (17-18)
 - d) Committee of the Whole Meeting, January 25, 2024 (19-22)
 - e) Special Council Meeting (Budget) February 5, 2024 (23-24)
6. Planning
 - a) Amendment to Schedule E By-law 44-2022 Planning Department Fees b) Planning Report Application for Draft Plan of Subdivision 07-T-20234 Carley's Corners (25-41)
 - b) Municipal Conditions of Draft Approval Application for Draft Plan of Subdivision 07-T-20234 (Carley's Corners Subdivision) Part of Lot 13, Concession 4, Geographic Township of Wolford, Village of Merrickville-Wolford. (42-44)
 - c) Process and documents required concerning the submission of Consent Applications. (45-61)
 - d) Sewage Capacity Allocation Moderna Lewis Street Development (Conway Lands). (62)
 - e) Sewage Capacity Allocation 212 Main Street W. Development (63)

- 7. By-laws
 - a) By-law 2024-04
Appointment Julia McCauherty-Jansman as Clerk (64)
 - b) By-law 2024-05
Water and Wastewater Rates 2024 (65-71)
- 8. Delegations
 - a) Khristal Dillabough -1182 Kilmarnock Road/speed reduction (72-73)
 - b) Hunter McGill - Friends of the Rideau (74-75)
- 9. Staff Reports
 - a) Interim CAO/Clerk
 - i) Departmental Activity Update (76-78)
 - ii) Human Resources Consultant (77-80)
 - b) Public Works Manager/Fire Chief Cole
Brush Amnesty (81-83)
 - c) Surplus equipment (84-88)
- 10. Committee Updates/Minutes
 - a) Merrickville-Wolford Library Board Minutes
November 3, 2023 & January 24, 2024 (89-92)
 - b) Merrickville-Wolford Museum Municipal Services Board (93-96)
Merrickville and District Historical Society Meeting/December 14, 2023
 - c) Blockhouse Museum Municipal Services Board/January 11, 2024 (97-99)
- 11. Action Items
 - a) Heritage Designation McGuigan Cemetery (100-128)
 - b) Rideau Corridor Landscape Strategy - Pathway Forward municipal
representative (129-130)
 - c) Ride for Disabled Veterans/request for Support (131-133)
 - d) Prince Edward County/ request for support for the Province to expand the life
span of fire apparatus, specifically pertaining to the replacement of fire trucks due
to insurance requirements (134-135)
 - e) AMO Pre-Budget Submission/Background Document (136-137)
 - f) Enbridge Gas/Ontario Energy Board decision (138-139)

12. Information Items:

- a) Ontario Clean Water Agency Water Quality – Test Results for Town of Merrickville-Wolford (140)
- b) United Counties of Leeds and Grenville/Room to Donate/Mapleview Landing
- c) United Counties of Leeds and Grenville/ROMA 2024 Highlights (141-144)
- d) United Counties of Leeds and Grenville Agricultural Area Review (145-166)
- e) 2024 Community Safety and Policing Letter for s.10 Municipalities (167)
- *Economic Development eNews
- *Ontario Supporting Plan to Refurbish Pickering Nuclear Generating Station
- *Ontario Connecting Children and Youth in Belleville, Kingston and the Thousand Islands Region to Care Close to Home
- *Governments Investing up to \$8 Million in Ontario's Dairy Processing Sector
- *Ontario Breaks Ground on New Long-Term Care Home in Kingston
- *Ontario Cracking Down on Crime
- *Ontario Helping Rural Communities Grow With More Jobs, Homes and Infrastructure
- *Ontario Supporting Community Housing Modernization
- *Ontario Unveils a Back-to-Basics Kindergarten Curriculum
- *Rideau Canal - Water Level Management Update

13. Notices of Motion:

14. Public Question Period re. Agenda Items

15. Proclamations/Statements from Members

16. Closed Session:

17. Open Session:

18. Confirming By-Law: By-law 06-2024

19. Adjournment

Next meetings of Council:

Regular Council, Monday, March 11, 2024, 7:00 p.m.

1.	Call to Order -----
2.	THAT the Agenda for the Regular Council Meeting held on February 12, 2024, be approved. -----
3.	Disclosure of a Declaration of Pecuniary Interest and the General Nature Thereof declaration. -----
4.	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Draft Motions for Consideration Document as presented. -----
5.	THAT the Council of the Corporation of the Village of Merrickville-Wolford approve the minutes of the; Regular Council Meeting held on January 8, 2024 Special Council Meeting, January 15, 2024 Special Council Meeting, January 16, 2024 Committee of the Whole Meeting, January 25, 2024 Special Council Meeting (Budget) February 5, 2024 -----
6.	Planning:
a)	THAT the Council of the Corporation of the Village of Merrickville-Wolford amend By-law 44-2022 Planning Department Fees Schedule E, to reflect the following: 1. Increase the fee charged by the Village for Official Plan Amendment applications from \$2000 to \$2,500. 2. Increase the fee charged for major site plan control applications from \$1500 to \$2,000. 3. Increase the fee charged for draft plan of subdivision/condominium applications from \$2500 to \$2,500 + \$100 per lot. 4. Increase the fee charged for cash-in-lieu of parkland for local roads from \$500 to \$1250, for County Roads from \$750 to \$1500 and for waterfront lots from \$1000 to \$1850. 5. Amend Schedule E to By-law 44-2022 with the addition of an application fee of \$500 for part lot control applications. -----
b)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the Planning Report – Recommended Municipal Conditions of Draft Approval Application for Draft Plan of Subdivision 07-T-20234 (Carley’s Corners Subdivision) Part of Lot 13, Concession 4, Geographic Township of Wolford, Village of Merrickville-Wolford. -----
c)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the process and documents required concerning the submission of Consent Applications . -----
d)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the Report prepared by Jp2g Consultants Inc. concerning the Sewage Capacity Allocation Moderna Lewis Street Development (Conway Lands) . -----

e)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the Report prepared by Jp2g Consultants Inc. concerning the Sewage Capacity Allocation 212 Main Street West Development .
7.	By-laws:
a)	THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 04-2024 Being a By-law to Appoint Julia McCauherty-Jansman as Clerk for the Village of Merrickville-Wolford: AND FURTHER THAT authorization be given to the Mayor and CAO/Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 04-2024.

b)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the 2024 water and wastewater rates; and AND FURTHER THAT Council considers By-law 05-2024, being a by-law to amend By-law 24-03, to adopt the 2024 Water and Wastewater Rates; and AND FURTHER THAT By-law 04-2024, being a by-law to amend By-law 24-03, be adopted; AND FURTHER THAT; 1. Schedule "A" of By-law No. 24-03 shall be amended as attached. 2. The amended rates of Schedule "A" shall come into force and take effect the 1 st day of January, 2024. 3. Schedule "B" of By-law No. 24-03 shall be amended as attached. 4. The amended rates of Schedule "B" shall come into force February 12, 2024

8.	Delegations:
a)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the delegation provided by Khristal Dillabough with regard to a request to reduce the speed limit to 60 km. on Kilmarnock Road.

b)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the delegation provided by Hunter McGill representing the "Friends of the Rideau".

9.	Staff Reports:
a) i)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Activity Update prepared for the February 12, 2024, Council Meeting.

ii)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the report presented regarding the Human Resources Consultant; AND FURTHER THAT the quote obtained from ML Consulting with the amount ranging from \$20,400 to \$24,000 plus H.S.T. is deemed to be the successful bid. AND FURTHER THAT Interim CAO Plumley be authorized to enter into the agreement with ML Consulting to complete the 2024 Compensation Review based on the workplan provided.

	AND FURTHER THAT this cost be included in the 2024 operating budget for the Village of Merrickville-Wolford.

	Public Works/EMS/Fire
b)	THAT: Council receive report PW-02-2024, being a report to provide Council with information required to consider the approval of three brush amnesty cycles for 2024; AND FURTHER THAT Council does hereby approve attachment "A" the 2024 brush amnesty days at the landfill (Recommended) OR AND FURTHER THAT: Council does hereby not approve Attachment "A" the 2024 brush amnesty days at the landfill. (Not recommended)

c)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the surplus equipment report identifying equipment scheduled to be sold on Gov Deals for revenue.

10.	Committee Updates/Minutes:
a)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Merrickville-Wolford Library Board Minutes dated November 3, 2023, and January 24, 2024.

b)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Merrickville-Wolford Museum Municipal Services Board and the Merrickville and District Historical Society Meeting/December 14, 2023.

c)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Blockhouse Museum Municipal Services Board/January 11, 2024.

11.	Action Items
a)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Heritage Designation Submission provided by Donna Ross and Peter Szmidt. AND FURTHER THAT a recommendation be made to move have the Historical Society move forward with the submission.

b)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the request that early in the new year a municipal representative is appointed to the Steering Committee of the Rideau Corridor Landscape Strategy. AND FURTHER THAT ???????, be appointed as municipal representative for the Village of Merrickville-Wolford.

c)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the request from the Ride for Disabled Vets concerning Barricades Required as well as the placement, supply, and manning of same: Proposed Road/Lane Closure(s)

	Main Street, Merrickville (Host location – Merrickville Legion (223 Main Street) Barricade's location and qty as determined by Merrickville Public Works Department (Entrance to Main Street and exit from Mainstreet).

d)	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford endorse the resolution received from Prince Edward County regarding support for the Province to expand the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements Fire Underwriters Survey requesting the creation of a new community fire-protection and fire prevention insurance system that does not put all municipalities under the same umbrella, with distinct categories for rural and urban municipalities.</p>

e)	<p>WHEREAS current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation. WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises. WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity. WHEREAS property taxpayers – including people on fixed incomes and small businesses – can't afford to subsidize income re-distribution programs for those most in need. WHEREAS the province can, and should, invest more in the prosperity of communities. WHEREAS municipalities and the provincial government have a strong history of collaboration THEREFORE, BE IT RESOLVED THAT the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario.</p>

f)	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford supports a measured approach to Ontario's energy transition. AND THAT the Council of the Corporation of the Village of Merrickville-Wolford recognizes that there may not be enough electricity available to replace the energy provided by natural gas and meet the increased demand from electrification. 2. THAT Natural gas must continue to play an integral role in meeting the energy needs of Ontario. 3. THAT the Council of the Corporation of the Village of Merrickville-Wolford supports the work the Government of Ontario has done to date, including the Natural Gas Expansion Program and Electrification and Energy Transition Panel's call for a clear policy on the role of natural gas to secure access to affordable energy.</p>

	4. THAT this resolution be circulated to the President of AMO, Colin Best, Hon. Doug Ford, Premier of Ontario, Hon. Todd Smith, the Minister of Energy, Steve Clark, Member of Provincial Parliament Leeds Grenville Thousand Islands and Rideau Lakes, all regional municipalities as significant actors to ensuring the need for natural gas in Ontario as part of a measured approach towards energy transition and submitted to municipalaffairs@enbridge.com .

12.	<p>Information Items</p> <p>THAT the Council of the Corporation of Merrickville-Wolford receive for information the following items:</p> <p>Ontario Clean Water Agency Water Quality – Test Results for Town of Merrickville-Wolford United Counties of Leeds and Grenville/Room to Donate/Mapleview Landing United Counties of Leeds and Grenville/ROMA 2024 Highlights United Counties of Leeds and Grenville Agricultural Area Review 2024 Community Safety and Policing Letter for s.10 Municipalities</p> <p><i>*Economic Development eNews</i> <i>*Ontario Supporting Plan to Refurbish Pickering Nuclear Generating Station</i> <i>*Ontario Connecting Children and Youth in Belleville, Kingston and the Thousand Islands Region to Care Close to Home</i> <i>*Governments Investing up to \$8 Million in Ontario's Dairy Processing Sector</i> <i>*Ontario Breaks Ground on New Long-Term Care Home in Kingston</i> <i>*Ontario Cracking Down on Crime</i> <i>*Ontario Helping Rural Communities Grow With More Jobs, Homes and Infrastructure</i> <i>*Ontario Supporting Community Housing Modernization</i> <i>*Ontario Unveils a Back-to-Basics Kindergarten Curriculum</i> <i>*Rideau Canal - Water Level Management Update</i></p>

13.	Notices of Motion:

14.	Mayor Cameron opens the meeting to the Public for Question Period concerning items which were included on the agenda.

15.	Statements from Members/Proclamations

16.	Closed Session: not required

17.	Resume Open Session: not required

18.	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 05-2024 Being a By-law to Confirm the Proceedings of Council for the Meeting of February 12, 2024.</p> <p>AND FURTHER THAT authorization be given to the Mayor and CAO/Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 05-2024.</p>

19.	THAT the Council of the Corporation of the Village of Merrickville-Wolford adjourn.

**The Corporation of the Village of Merrickville-Wolford
Monday January 8, 2024, 7:00 p.m.
Municipal Council Chambers
317 Brock St. W. Merrickville, Ontario K0G 1N0**

Members Present

Mayor Michael Cameron
Deputy Mayor Anne Barr
Councillor Margaret Gural
Councillor Stephen Ireland
Councillor Ronnie Maitland

Staff Present

(Interim) C.A.O./Clerk Darlene Plumley
Treasurer Kirsten Rahm

Important notice: This meeting was held in person and was open to the public in the Council Chambers. It was recorded and livestreamed electronically on the "Village of Merrickville-Wolford" YouTube channel;
https://www.youtube.com/channel/UC_OEkW3yIMarGSHGeNecrQg

The Agenda for the January 8th, 2024, Regular Meeting of Council was introduced.
Moved By: Councillor Gural R-01-08-01-24
Seconded By: Deputy Mayor Barr
THAT the Agenda for the Regular Council Meeting held on January 8, 2024, be approved.
CARRIED

No Disclosure of Pecuniary Interest and the General Nature Thereof was stated.

The Draft Motions for Consideration Document was introduced.
Moved By: Deputy Mayor Barr R-02-08-01-24
Seconded By: Councillor Maitland
THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Draft Motions for Consideration Document as presented.
CARRIED

The Minutes of the Council of the Corporation of the Village of Merrickville-Wolford held on December 11, 2023, and the Priority Setting Session held on December 18, 2023, were introduced.
Moved By: Deputy Mayor Barr R-03-08-01-24
Seconded By: Councillor Ireland
THAT the Council of the Corporation of the Village of Merrickville-Wolford approve the minutes of the;

Regular Council Meeting Minutes held on December 11, 2023, and the Priority Setting Session held on December 18, 2023.
CARRIED

Planning

Mayor Cameron introduced Consent Application B146-23

Moved By: Councillor Ireland R-04-08-01-24

Seconded By: Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford support consent application B146-23 with the following conditions:

That the applicant provides the Village with a digital and paper copy of the registered Reference Plan. The Reference Plan shall specify the distance from the existing single detached dwelling on the retained parcel to the new lot line and shall demonstrate compliance with the R1 Zone side yard setback.

That the applicant provides proof of payment of all outstanding taxes and fees owing to the Village, if any.

That the applicant provides payment of cash-in-lieu of parkland.

That the existing garage on the severed parcel be removed prior to finalization of the consent.

CARRIED

Deputy Mayor Barr requested that Interim CAO/Clerk Plumley confirm if this application meets the requirements of the Water Allocation Policy.

By-laws:

Mayor Cameron introduced By-law 01-2024 Being a By-law to authorize the Municipality to borrow.

Moved By: Councillor Ireland

Seconded By: Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 01-2024 Being a By-law to authorize the Municipality to borrow up to \$2,000,000 during the January 1, 2024, to September 30, 2024, period and up to \$1,000,000 during the October 1, 2024, to December 31, 2024, period in order to finance the Village's Current Operating Expenditures on an interim basis;

AND FURTHER THAT authorization be given to the Mayor and CAO/Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 01-2024.

CARRIED

Mayor Cameron introduced By-law 02-2024 Being a By-law to impose an interim tax levy for the year 2024.

Moved By: Deputy Mayor Barr

Seconded By: Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 02-2024 Being a By-law to impose an interim tax levy for the year 2024 on properties within all tax classes in the Village of Merrickville-Wolford

AND FURTHER THAT authorization be given to the Mayor and CAO/Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 02-2024.
CARRIED

Mayor Cameron introduced the Amendment to Procedure By-law 30-17 to allow for a Committee of the Whole Structure.

Moved By: Deputy Mayor Barr

Seconded By: Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to Amend Procedure By-law 30-17 to allow for a Committee of the Whole Structure;

AND FURTHER THAT authorization of the amendment will include in Schedule "C" will reflect the following;

Chair of the Meeting will alternate among Councillors, however that role should default to the Deputy Mayor if it is the wish of Council;

AND FURTHER THAT By-law 30-17 be given to the Mayor and CAO/Clerk to sign, seal and place in the By-law Book for the Municipality.

CARRIED

Mayor Cameron introduced the Draft By-law to Regulate Events.

Moved By: Deputy Mayor Barr R-05-08-01-24

Seconded By: Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive the Draft By-law to Regulate Events and direct Staff to review and amend based on comments from Council;

AND FURTHER THAT the revised by-law be brought forward to the March 11, 2024, Council Meeting.

CARRIED

Delegations:

Mayor Cameron invited Jane Graham and Laura Brown Breetvelt, representing the Merrickville and District Historical Society to address Council.

Moved By: Councillor Ireland R-06-08-01-24

Seconded By: Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive the delegation provided by the Merrickville and District Historical Society concerning the 100th anniversary of Canada's Ritual of the Calling of an Engineer, recited to this day by all graduating engineers as referenced in the book written by Theresa Charland, 2007, "Building an Empire: Big Pants Harry F. McLean and his Sons of Martha.

CARRIED

Mayor Cameron invited Ian Harvey concerning the redevelopment of Municipal By-law related to noise related issues to address Council.

Moved By: Councillor Gural R-07-08-01-24

Seconded By: Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive the delegation provided by Ian Harvey concerning the redevelopment of Municipal By-law related to noise related issues with regard to animal control;
AND FURTHER THAT Staff review the by-law concerns associated with the property to determine options moving forward.
CARRIED

Staff Reports:

The Staff Report prepared by Interim CAO/Clerk Plumley concerning the Departmental Activity Update was introduced.

Moved By: Councillor Gural R-08-08-01-24

Seconded By: Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Departmental Activity Update prepared for the January 8, 2024, Council Meeting with the understanding that the Heritage Designation Submission concerning the McGuigan Cemetery would be included on the February 12, 2024, Activity Report.
CARRIED

The Updated Gravel Road Needs Study with the inclusion of Traffic Counts was introduced.

Moved By: Councillor Maitland R-09-08-01-24

Seconded By: Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Updated Gravel Road Needs Study with the inclusion of Traffic Counts;
AND FURTHER THAT the document be used as a reference to plan future road improvements and apply for available provincial dollars to ensure the maximum benefit is being achieved from roads budget funding.
AND FURTHER THAT Staff investigate whether a more detailed description of the traffic counts regarding vehicle/weight/axle width is available for review.
CARRIED

Committee Updates/Minutes:

Mayor Cameron brought forward the Agenda Blockhouse Museum Municipal Services Board January 11, 2024, for information purposes.
Deputy Mayor Barr provided a verbal update stating that an application had been made for two grant applications have been made for four summer students. The option of securing a co-op student from Carleton University is being researched, this position would act as supervisor of the students rather than have that responsibility placed on volunteers. There is ongoing communication between the Historical Society to ensure the transition runs smoothly.

Information Items were introduced.

Moved By: Councillor Maitland R-10-08-01-24

Seconded By: Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the following items;
Rideau Valley Conservation Authority Draft 2024 Notice of Budget/Municipal Consultation February 22, 2024, Reviewal Fee Schedule
Ministry of Agriculture Food and Rural Affairs/Rural Economic Development Program (RED) Funding
Leeds and Grenville Update/Agricultural Area Review-Local Consultation Meetings
Merrickville-Wolford Correspondence to IESO re. Battery Storage projects
Ministry of the Solicitor General/April 1, 2024, *Community Safety and Policing Act, 2019*
CARRIED

Staff was directed to keep Council informed as to updates received concerning;
Association of Municipalities Ontario (AMO) Amendments to Bill 23
Clearview Township/Cemetery Transfer/Abandonment Administration and Management Support

Notice of Motion: none

Public Question Period to Council:

Mayor Cameron opened the floor to entertain the Public Question Period pertaining to items on the agenda.

Rory Balisdell wished to comment on the agenda item pertaining to the Noise By-law stating the importance of insuring that the needs of the farming community are given consideration prior to any amendments to the by-law.

Proclamations/Statements from Members:

Mayor Cameron brought forward the Girl Guides of Canada - World Thinking Day Proclamation

Moved By: Deputy Mayor Barr R-11-08-01-24

Seconded By: Councillor Gural

WHEREAS World Thinking Day has united Girl Guides and Girl Scouts around the world for a day of international friendship over the past 90 years, first celebrated in 1926, and

WHEREAS youth members in the Village of Merrickville-Wolford and beyond benefit from the opportunity to speak out on issues that affect girls and young women, celebrate the founding of Girl Guides, and be connected to the 8.8 million members in 153 countries who are part of the Guiding movement, and

WHEREAS this year, members will focus on the positive difference Girl Guides can make in the world as they explore the conditions that girls and young women need to thrive in an environmentally conscious world through the theme of, 'Our World, Our Thriving Future,'

THEREFORE, the Village of Merrickville-Wolford does hereby proclaim February 22nd, 2024 "World Thinking Day" in the Village of Merrickville-Wolford.

CARRIED

The Flag Policy is to be reviewed to determine if the Girl Guides a request, can it be accommodated?

The Confirmation of Proceedings By-law for January 8, 2024, was introduced.

Moved By: Deputy Mayor Barr

Seconded By: Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 2024-03 Being a By-law to Confirm the Proceedings of Council for the Meeting of January 8, 2024;

AND FURTHER THAT authorization be given to the Mayor and CAO/Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 2024-03.

CARRIED

Adjournment was introduced at 8:09 pm.

Moved By: Councillor

R-12-08-01-24

Seconded By:

THAT the Council of the Corporation of the Village of Merrickville-Wolford adjourn.

CARRIED

Mayor Cameron

Interim CAO/Clerk Plumley

DRAFT

**The Corporation of the Village of Merrickville-Wolford
Special Meeting Monday January 15, 2024, 9:00 a.m.
Municipal Council Chambers
317 Brock St. W. Merrickville, Ontario K0G 1N0**

Members Present

Mayor Michael Cameron
Deputy Mayor Anne Barr
Councillor Margaret Gural
Councillor Stephen Ireland (1:00 pm.)
Councillor Ronnie Maitland

Staff Present

(Interim) C.A.O./Clerk Darlene Plumley
Treasurer Kirsten Rahm
Tax Collector Suzanne Jackman

Important notice: This meeting was held in person and recorded and livestreamed electronically on the "Village of Merrickville-Wolford" YouTube channel, https://www.youtube.com/channel/UC_OEkw3yIMarGSHGeNecrQg

No Disclosure of Pecuniary Interest and the General Nature Thereof was stated.

The Purpose of the Meeting was to promote education and training of Council and Staff.

Mayor Cameron turned the meeting over to **Nigel Bellchamber** of N. G. Bellchamber & Association.

The Morning Sessions dealt with:

- **First unit:** Introduction including local government origins, powers, and exercise thereof, limitations and opportunities.
- **Second unit:** Roles and Responsibilities including Councillors, Heads, Staff, Committees and Boards, Public, media etc.

A one-hour recess for Lunch Period took place at noon and the meeting resumed at 1:00 pm.

The afternoon Sessions dealt with;

- **Third unit:** Municipal Finance including provincial rules, budgets, revenues, property tax, asset management....
- **Fourth unit:** Meetings, Open and Closed, Committees, Minutes, best practices, closed meetings, provincial requirements....

- **Fifth unit:** Codes of Conduct, conflict of interest, incivility, workplace harassment, Integrity Commissioner role, Closed meeting Investigator, Ombudsman, Accountability and Transparency mandated policies....

Adjournment was introduced at 4:30 pm.

Next meetings of Council:

Special Council Meeting January 16, 2024, 5:00 pm. till 8:00 pm. Strategic Planning

Committee of the Whole, Thursday January 25, 2024, 2:00 pm.

Regular Council, Monday, February 12, 2024, 7:00 p.m.

DRAFT

**The Corporation of the Village of Merrickville-Wolford
Special Meeting Tuesday January 16, 2024, 4:00 p.m.
Municipal Council Chambers
317 Brock St. W. Merrickville, Ontario K0G 1N0**

Members Present

Mayor Michael Cameron
Deputy Mayor Anne Barr
Councillor Margaret Gural
Councillor Stephen Ireland

Staff Present

(Interim) C.A.O./Clerk Darlene Plumley
Treasurer Kirsten Rahm
Tax Collector Suzanne Jackman
Public Works Manager/Fire Chief Brad Cole (left meeting 6:30/Emergency Call out)

Important notice: This meeting was held in person and recorded and livestreamed electronically on the "Village of Merrickville-Wolford" YouTube channel: https://www.youtube.com/channel/UC_OEkw3yIMarGSHGeNecrQg

The Agenda for the January 16th, 2024, Special Meeting of Council was introduced.

Moved By: Councillor Ireland SM-01-16-01-24

Seconded By: Deputy Mayor Barr

THAT the Agenda for the Special Council Meeting held on January 16, 2024, be approved.

CARRIED

No Disclosure of Pecuniary Interest and the General Nature Thereof was stated.

The Purpose of the Meeting was to promote education and to begin the development of a Municipal Strategic Plan.

Mayor Cameron turned the meeting over to **Nigel Bellchamber** of N. G. Bellchamber & Association.

A review of the challenges associated with budget development was provided. The mandatory, discretionary, difficult to change components were discussed.

An exercise concerning the complexities of communication was undertaken.

The session included a review and analysis representing a broad Environmental Scan took place. Council and Staff were asked to provide input on what they saw as the strategic impacts of Social, Economic, Technological and Political challenges for the future of the Village for the next five to ten years.

A Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis

Mr. Bellchamber will be providing a summary document for review by Council outlining the next steps.

Adjournment was introduced at 8:10 pm.

Next meetings of Council:

Committee of the Whole, Thursday January 25, 2024, 2:00 pm.

Regular Council, Monday, February 12, 2024, 7:00 p.m.

draft

**The Corporation of the Village of Merrickville-Wolford
Committee of the Whole
Thursday January 25, 2024, 2:00 p.m.
Municipal Council Chambers
317 Brock St. W. Merrickville, Ontario K0G 1N0**

Members Present

Mayor Michael Cameron
Deputy Mayor Anne Barr
Councillor Margaret Gural
Councillor Stephen Ireland
Councillor Ronnie Maitland

Staff Present

(Interim) C.A.O./Clerk Darlene Plumley
Manager of Operations/Fire Chief Brad Cole
Treasurer Kirsten Rahm
C.B.O. Dan Halladay

Important notice: This meeting was held in person and was open to the public in the Council Chambers. It was recorded and livestreamed electronically on the "Village of Merrickville-Wolford" YouTube channel;

https://www.youtube.com/channel/UC_OEkw3yIMarGSHGeNecrQg

The minutes presented do not represent a verbatim report, to view the meeting and discussion please refer to link above.

The Agenda for January 25, 2024 was introduced.

Councillor Gural requested that an amendment to include Topics for Future Consideration be included following item 9;

Mayor Cameron requested this topic be included on all Committee of the Whole Agendas going forward;

Councillor Ireland requested that Snowplowing of the Jasper Bridge be included under Staff Updates

Moved By: Mayor Cameron

COW-01-25-01-24

Seconded By: Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford approve the agenda as amended.

CARRIED

Disclosure of Pecuniary Interest and the General Nature Thereof was called for: Chair Barr wished it noted that should discussion arise concerning grants for the Agricultural Society, she would be declaring a conflict.

The Draft Motions for Consideration Document was introduced.

Delegations: None

THAT Staff be directed to amend the Flag Policy to authorize 'pre-approval' of some organizations or annual flag days (no need to annually approve of such events; AND FURTHER THAT the policy to include a schedule of proposed pre-approved flags. AND FURTHER THAT the amendment be brought forward to the March 11, Regular Meeting of Council.

Staff task:

- Update flag policy ...
 - List pre-approved flags
 - identify time frame.
 - when pole is not being utilized by other organizations/use municipal flag
 - review protocols of other municipalities
- Liaze with Parks Canada concerning location/size/criteria of flag being considered (visual impact)
- Investigate costs associated with pole and installation.

THAT Staff be directed to develop a template which will provide mandates and direction to Advisory Committees outlining their role and responsibilities. AND FURTHER THAT the template be brought forward to the March 11, 2024, Regular Meeting of Council.

Staff task:

- Terms of Reference/Who Does What
- Scope of Work
- Committee Clerk as staff support

THAT Staff be directed to investigate options available to encourage composting alternatives for residents and ratepayers. AND FURTHER THAT the report be brought forward to the April 25, Committee of the Whole Meeting.

Staff task:

- Forward to the Community Wellness Advisory Committee Research/options for Composting

THAT Staff be directed to undertake a review of the Municipal By-laws relating to Dog Control, Noise, Permit Fees AND FURTHER THAT an update be brought forward to the April 25, Committee of the Whole Meeting.

Staff task:

- Review options which might address Illumination concerns raised/possible amendment to the Property Standards (directional lighting)

That budget meetings be scheduled for 3:00 pm. February 5, 2024 (operational) and 3:00 pm. February 7, 2024 (capital) with the intent to adopt the Village of Merrickville-Wolford 2024 Budget at the March 11, Meeting of Regular Council.

Staff tasks:

- Update the Calendar of Meetings to reflect the change which accurately identifies the dates scheduled for the Committee of the Whole Meetings. (Monday rather than Thursday)

Staff Updates:

Public Works Manager/Fire Chief Cole reminded Council of the Emergency Control Group quarterly meetings help prior to the Committee of the Whole Meetings.

Treasurer Rahm

Budget Status/Project carry forward from 2023.

Website Redesign

Laptops for Council

Staff tasks:

- Pros and cons/cost allowance vs. laptop purchase
- Research with tech company/safest for protection of municipal data

Interim CAO/Clerk

- Priority Setting Exercise Document (financial estimates have been included in draft budget)
- Human Resources Consultant
- Council Remuneration (3% increase factored in/other options for possible phase in) circulate comparison by-law to members.

Public Works Manager Cole

Expanded route Curbside Pick Up

Staff tasks

- Review options for extension of hours
- Consider shared services with abutting municipalities.
- Analyse costs associated with expansion of service.
- Develop a survey to circulate to ratepayers/residents based on the financial implications associated.

Flower Basket/Post Project

Staff tasks

- RFP for posts and baskets recommendation to the March 11, 2024, meeting
- Community Flagpole
- Obtain pricing for pole and installation.

Time Tracker Document (once budget has been set, used as a tool to identify progress)
Planning (as discussed in Priority Setting Exercise have been build into draft budget
Zoning By-law

Drainage Review JP2G

Sewage Treatment Capacity Camera Work

Staff tasks

- Consider LIDAR mapping for Landfill Side

Amendment to Agenda/Jasper Bridge Snow Clearing

Staff tasks

- Request assistance from a third party
- Approach Canada Post to entertain a mailbox on the other side.
- Coordinate clearing with the United Counties once the storm has stopped/investigate signage to identify when clearing could be expected
- Circulate plowing and snow removal policies to Council.
- Catwalk on bridge/long term consideration

Information Items were introduced as follows;

Community Grant Submissions to date

- Snowflake Festival (in kind waive fees/assistance from Public Works
- Play Group (in kind waive fees/use of community facilities)

IESO Webinar (verbal update Deputy Mayor Barr)

Events By-law/Community Inquiries

Ontario Trillium Grant - information about a joint application between Lions, TNIM, and the Fair.

- Stakeholder consultation/Joint Grant Submission deadline first week of March

Amendment to Agenda/Topics for future consideration

- Appointment of Chair Margaret Gural
- Committee Terms Reference

Public Question Period to Council:

Chair Barr introduced adjournment at 4:12 pm.

Chair Barr

Interim CAO/Clerk Plumley

Next Committee of the Whole Meeting April 22, 2024, 2:00 pm.

**The Corporation of the Village of Merrickville-Wolford
Special Meeting, Monday February 5, 2024, 3:00 p.m.
Municipal Council Chambers
317 Brock St. W. Merrickville, Ontario K0G 1N0**

Members Present

Mayor Michael Cameron
Deputy Mayor Anne Barr
Councillor Margaret Gural
Councillor Stephen Ireland
Councillor Ronnie Maitland

Staff Present

(Interim) C.A.O./Clerk Darlene Plumley
Manager of Operations/Fire Chief Brad Cole
Treasurer Kirsten Rahm
C.B.O. Dan Halladay

Important notice: This meeting was held in person and was open to the public in the Council Chambers. It was recorded and livestreamed electronically on the "Village of Merrickville-Wolford" YouTube channel;

https://www.youtube.com/channel/UC_OEkw3yIMarGSHGeNecrQg

The minutes presented do not represent a verbatim report. To view the meeting and discussion please refer to link above.

The Purpose of the Meeting is to undertake a review of the 2024 draft operational budget for the Village of Merrickville-Wolford.

The Amended Agenda for February 5, 2024, Special Meeting of Council was introduced.

Moved By: Councillor Ireland SM-01-05-02-24.

Seconded By: Councillor Maitland

THAT the Amended Agenda for February 5, 2024, Special Meeting of Council approved.

CARRIED

Mayor Cameron called for Disclosure of Pecuniary Interest and the General Nature Thereof, none was stated.

Mayor introduced the Departmental Review of proposed draft operating budget.

Moved By: Councillor Maitland SM-02-05-02-24.

Seconded By: Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the material provided with regard to;

- Draft Operating Budget
- Schedule "A"
- Overview Draft Operational Review
- Areas which reflect increase over 2023
- Reserve Summary

Summary sheet five-year historical reflection
CPI increases vs. tax increases.

AND FURTHER THAT Staff be directed to proceed with the directions introduced and prepare a revised document for the February 7, 2024, budget session.

CARRIED

Moved By: Councillor Maitland SM-03-05-02-24.
Seconded By: Councillor Ireland

THAT The Council of the Corporation of the Village of Merrickville-Wolford receives for information the report to providing Council with an update on the status of the 2010 International plow truck from the Operations Department.

AND FURTHER THAT: Council direct staff to purchase the 2011 International Workstar 7600 plow truck from the Counties of Leeds and Grenville for the offer sum of \$25,000.

CARRIED

Staff Tasks:

- Insurance breakdown/proposed increase-determine whether or not a larger deductible might lower the rate.
- Provide a revised document which identifies the operational budget less the contribution to reserves.
Two options, one with the annual contributions for normal practices i.e. election/computer. One document identifying in total the amount of dollars being placed into reserve.
- Going forward attribute actual costs associated with individual departments, recreation/waste management. This will assist with determining whether or not user fees/revenue should be increased.
- Investigate the recreation agreement currently in place with Smiths Falls.
- Work on a fleet replacement policy.
- Include for review, the costs associated with an additional employee at the landfill for the purpose of increasing the hours of operation by an eight-hour period.

Adjournment was introduced at 4:20 pm.

Moved By: Councillor Maitland SM-04-05-02-24.

Seconded By: Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford adjourn.

CARRIED

Mayor Cameron

Interim CAO/Clerk Plumley

Special Meeting (Budget, Capital) February 7, 2024, 3:00 pm.

Special Meeting (Budget Strategy & Strategic Planning) February 12, 2024, 2:00 pm.

Regular Council Meeting will be held on February 12, 2024, at 7:00 p.m.

6a



January 19, 2024

Village of Merrickville-Wolford
317 Brock Street West
P.O. Box 340
Merrickville, ON K0G 1N0

Attention: Darlene Plumley, CAO/Clerk

Dear Ms. Plumley:

**Re: Planning Report – 2024 Planning Application Fees Review
Recommended Changes to Schedule E, By-law #44-2022**

I am pleased to provide you with this report outlining recommended changes to the Village of Merrickville planning application fees. This report assumes that the current planning application fees are as expressed in By-law 44-2022, Schedule E. This report also benefits from recent work done in the Township of Elizabethtown-Kitley who conducted a comprehensive review of planning application fees throughout the United Counties of Leeds and Grenville in 2023 (Appendix A). The 2024 United Counties of Leeds and Grenville Subdivision Fees Guide also provided information that assisted in the preparation of this report (Appendix B). This report attempts to summarize the work that goes into processing the various planning applications and Council’s role and responsibilities in the various applications. A summary of current and recommended fees is found in Appendix C.

Background

Schedule E to By-law 44-2022 contains the current Planning Department fees:

Schedule E to By-law 44-2022

Description	Fee
Copies of Official Plan	\$25.00
Copies of Zoning By-Law	\$20.00
Severance Applications	\$500.00 plus disbursements
OP Amendment	\$2000.00 plus disbursements
Zoning By-Law Amendment	\$1500.00 plus disbursements
Notice of Appeals on Official Plans, Zoning or Variance	\$900.00 plus disbursements
Right of Way and Easement Agreements on municipal property	\$100.00 plus disbursements
Site Plan Agreements	\$750.00- \$1500.00 plus disbursements (this range reflects the difference between minor developments and major developments)
Site Plan Amendments	\$350.00 plus disbursements

25



Subdivision Agreements	\$2500.00 plus disbursements
Minor Variance Applications	\$750.00 plus disbursements

Cash in Lieu of Parkland Fees (Schedule E, By-law 44-2022)

Cash in lieu of Parkland, which is a condition of the approval of any and all severances in the following amounts:

Description	Fee
Village Road	\$500.00 per lot
County Road	\$750.00 per lot
Waterfront lot (regardless of road classification)	\$1000.00 per lot

Some of the above fees have been found to be low and recommended to be increased to bring them in line with other municipalities in the United Counties, while others are mid-range and found to be appropriate.

Section 69(1) of the Planning provides the Council of a municipality the authority to pass a by-law to establish a tariff of fees for the processing of applications made in respect of planning matters and that the tariffs charges are to meet only the anticipated costs to the municipality for the processing of each type of application. The fees charged are intended to cover staff time, including the Village Planning Consultant time in the processing and review of the various planning applications.

Severance/Consent Applications:

Currently severance applications (new lots, lot additions, right of ways) involve a \$500 fee (per application) to be paid to the Village, along with a \$443 fee for Village inspection/review of septic system information. The applicant is also required to pay the \$1,085 application fee to the United Counties Consent Granting Authority. There is also a \$500 fee to be paid to the Rideau Valley Conservation Authority for their review. Total fees charged for a severance application in the Village of Merrickville-Wolford would be approximately \$2,528.

The staff work (Planning Consultant) that must be carried out by the Village associated with severance applications include at least one preconsultation meeting with the applicant to ensure conformity with the Village Official Plan and identification of required supporting studies, sign-off on the consent application prior to submission to the United Counties, review of circulated consent application, preparation of a planning report for Council's consideration and completion of the Municipal Consent Application Form (i.e. Questionnaire), attendance at Council and oversight of the clearance of Village conditions of consent. On average, it is anticipated that the Village Planning Consultant will spend between 2.5 hr. to 3.5 hr. of time per consent application.

The United Counties Consent Granting Authority approves all severance applications. The role of the Village Council on severance applications is limited to recommending to the United Counties



whether the application should be approved based on the recommendations of staff and the merits of the application. Council also identifies what conditions they wish to be included in the decision by the Consent Granting Authority. When the consent application is on the Village municipal sanitary system, Council also has the responsibility to provide sanitary allocation to the proposed new lot(s).

The \$500 fee charged by the Village for consent applications is relatively consistent with the findings from Elizabethtown-Kitley study. Municipal fees for consent applications range from \$200 to \$815 with five (5) of the eleven (11) communities having rates of \$400 - \$500 on top of the United Counties application fee.

It is recommended that the \$500 fee charged by the Village for the preconsultation, and review of consent applications remain as stated in By-law 44-2022.

Official Plan Amendment (OPA) Applications:

Currently, official plan amendment (OPA) applications involve an applicant fee of \$2,000 to be paid to the Village. In addition, the applicant is also charged a fee by RVCA ranging from \$820 to \$4,000 depending on the nature of the OPA. Total fees for an OPA in the Village of Merrickville-Wolford would range between \$2,820 and \$6,000.

The staff work associated with an OPA can be considerable and is known to be the highest order of planning application received by a municipality. OPAs are intended to challenge or seek exemption from existing Official Plan policies, modify or adjust the mapping schedules based on new studies or information, or may introduce a new land use classification previously not experienced in the Village. Work by the Village Planning Consultant would include preconsultation (typically several meetings with the applicant prior to submission), identification of necessary supporting studies, coordination of peer review of supporting studies, peer review of planning justification report, preparation of notices of public open house and public meeting, attendance at public open house and public meeting, preparation of planning report for Council's consideration, and completion of the OPA "official record" package to be submitted to the United Counties Planner for approval. These types of applications are infrequent but could involve between 10 to 15 hours of work by the Village Planning Consultant.

The United Counties is the approval authority for all amendments to the Village's (local) Official Plan. The role of the Village Council is extensive on OPA applications. The first role is to undertake the public consultation in the form of holding the public open house and a public meeting. Council must also determine whether to adopt or refuse the OPA based on the findings of supporting studies, recommendations by staff and the merits of the OPA. If Council adopts the OPA it is in the form of a by-law which must then be forwarded to the United Counties approval authority for final approval before it comes into force and effect.

The \$2000 fee charged by the Village for an OPA is found to be low when reviewed against the findings of the Elizabethtown-Kitley study. OPAs within the United Counties range from \$1,500 to \$3,000 with five (5) being \$2,500 or more.



It is recommended that the \$2000 fee charged by the Village for Official Plan Amendment applications be increased to \$2,500 reflecting the work and effort necessary for such applications.

Zoning By-law Amendment (ZBA) Applications:

Currently, zoning by-law amendments (ZBA) have an applicant fee of \$1,500 to be paid to the Village. In addition, the applicant is responsible for paying a \$410 fee to the RVCA for their review. Total fees for a ZBA in Village of Merrickville-Wolford are typically \$1,910.

The staff work associated with zoning by-law amendments can be considerable and reflect that this is a common form of Village planning approvals which many new development proposals in the Village require. The ZBA typically includes site specific changes to the zoning regulations, or changes to the range of permitted uses or the type of zoning category (mapping) which apply to a given property. Work by the Village Planning Consultant would typically include preconsultation (minimum of 1-2 meetings), identification of supporting studies, coordination of peer review of supporting studies, peer review of planning justification opinion, preparation of notices of public meeting, attendance at public meeting, preparation of planning report for Council's consideration, and preparation of a notice of decision. ZBA applications would typically involve between 4 to 6 hours of work by the Village Planning Consultant.

The Village Council is the approval authority for ZBA applications and is responsible for public consultation in the form of a public meeting. Council is also responsible for determining whether to approve or refuse the zoning by-law amendment, based on the findings of supporting studies, recommendations by staff, merits of the application and public comments. When the ZBA application is on the Village municipal sanitary system, Council does have the responsibility to provide sanitary allocation to the proposed new development.

The \$1500 fee charged by the Village for zoning by-law amendments is found to be mid-range when reviewed against the findings of the Elizabethtown-Kitley study. ZBAs within the United Counties range from \$1,100 to \$2,500.

It is recommended that the \$1500 fee charged by the Village for the zoning by-law amendment applications remain as stated in By-law 44-2022.

Minor Variance/Permission (MV) Applications:

Currently the application fees for a Minor Variance (MV) application is \$750 to be paid to the Village. In addition, the applicant is responsible for a \$410 fee to be paid to the RVCA for their review. Total fees for a MV in the Village of Merrickville-Wolford is \$1,160.

Minor variance applications are the most common form of planning application received by the Village and are required for many enlargements/changes/redevelopment of existing properties in the Village. The Village has its own Committee of Adjustment, separate from Council, which is the



approval authority for minor variance/permission applications. Work by the Village Planning Consultant for MV applications typically include preconsultation (minimum of 1 meeting), identification of supporting studies, coordination of peer review of supporting studies, preparation of notices of public meeting, attendance at public meeting before the Committee of Adjustment, preparation of planning report for Committee of Adjustment's consideration, and preparation of a notice of decision. Minor Variance applications typically involve between 3 to 5 hours of work by the Village Planning Consultant.

Council's role with MV is limited to the appointment of members of the Committee of Adjustment (typically once per term of Council). Council does have the option of assuming the responsibilities of the Committee of Adjustment and not having a Committee of Adjustment separate from Council.

The \$750 fee charged by the Village for minor variance applications is found to be mid-range when reviewed against the findings of the Elizabethtown-Kitley study. MVs within the United Counties range from \$500 to \$1022.

It is recommended that the \$750 fee charged by the Village for the minor variance applications remain as stated in By-law 44-2022.

Site Plan Control (SPC) Applications:

The application fees for a site plan control (SPC) to be paid to the Village range between \$750 and \$1,500, depending on the complexity of the application. In addition, the applicant would be responsible for paying a fee to the RVCA ranging from \$700 to \$2790 for their review, depending on the complexity of the application. Total fees for a SPC application in the Village range between \$1,450 and \$4,290.

The work by staff associated with site plan control applications is dependent on several factors – is the development on private services or full municipal services, is a stormwater management plan required, is there a need for a landscaping or lighting plan, is it a waterfront property, has there been a previous site plan application on the property. Site Plan Control is typically used for complex development proposals that require the implementation of recommendations from studies or engineering plans for commercial, industrial, institutional, high density residential or waterfront development. It is an important planning tool for the Village to be able to ensure the detailed design elements of complex development proposals get implemented in an orderly fashion. The question of “minor” and “major” application fees has been poorly defined in the past and is often problematic when reviewing SPC applications. For clarification it is recommended that going forward “minor” site plan application fees involve lands that are privately serviced and do not involve detailed engineering studies (including waterfront properties) and are subject to the Village's standard site plan agreement. Site plan applications which require connection to the Village's full municipal sewer and water services or involve a stormwater management plan and/or may require detailed, custom site plan agreements should be deemed to be “major”.

Work by the Village Planning Consultant typically include preconsultation (typically 1-2 meetings), identification of supporting studies, coordination of peer review of supporting studies, peer review



of planning justification opinion, preparation of planning report for the CAO's consideration, drafting of a site plan agreement for review by Village Legal Services, recommendations on the registration of Site Plan Agreement. These types of applications are common and typically involve between 2.5 to 6 hours of work by the Village Planning Consultant.

Council's role in site plan control applications is very limited. Since Bill 23, Council is no longer the approval authority for site plan control applications and must delegate the approval function to staff. The CAO is the approval authority for site plan control applications within the Village. When the site plan application is on the Village municipal sanitary system, Council does have the responsibility to provide sanitary allocation to the proposed new development prior to approval of the site plan by staff, if capacity has not been already allocated through lot creation or a zoning by-law amendment.

The \$750 to \$1500 fees charged by the Village for minor and major site plan control applications is found to be mid-range for minor applications and low for major SPC applications when reviewed against the findings of the Elizabethtown-Kitley study. Minor SPC applications within the United Counties range from \$550 to \$1,000. Major SPC applications within the United Counties range from \$1,500 to \$2,500.

It is recommended that the \$750 fee charged by the Village for the minor site plan control applications remain as stated in By-law 44-2022. It is recommended that the \$1500 fee charged by the Village for the major site plan control applications be increased to \$2,000.

Plans of Subdivision (PSA) Applications:

Someone proposing a plan of subdivision/condominium within the Village is currently required to pay a \$2,500 fee to the Village. The actual application for a plan of subdivision is submitted to the United Counties (subdivision/condominium approval authority) and the fee for such an application ranges from \$3000 (< 20 lots) to \$7,000 (>50 lots). RVCA charges a base fee of \$4120 for subdivisions. Total fees for a plan of subdivision/condominium in the Village range from \$9710 to \$13710 depending on the number of lots in the subdivision.

The staff work associated with plans of subdivision/condominiums can be considerable and often include extensive preconsultation (typically 3-4 meetings), identification of supporting studies, coordination of peer review of supporting studies/engineer reports, peer review of planning justification report, coordination with the United Counties Approval Authority, preparation of multiple planning reports for Council's consideration (minimum 2 reports), and drafting of the Village's draft conditions for consideration by the United Counties, review/drafting of subdivision agreement, clearance of conditions of draft approval, and oversight of the final registration of the subdivision by United Counties. The Village has had four draft plans of subdivision in the last three years and typically involve between 15 to 25 hours of work by the Village Planning Consultant.

The United Counties is the approval authority for subdivisions/condominiums, however Village Council has extensive input into the approval and development of subdivisions. Council undertakes a critical review of all submitted documents, including servicing, road construction, stormwater



management and planning justification and determines conformity to the PPS, the Village Official Plan and Zoning By-law. Council also identifies most conditions of United Counties' draft approval of the subdivision. The most significant role for Council is the drafting, negotiating and execution of the subdivision agreement between the developer and the Village which is intended to address all conditions of draft approval. Council is also responsible for ensuring sufficient securities are provided by the developer to ensure protection of the public interest associated with the development of the subdivision. Once the subdivision agreement is executed and securities are in place, Council provides a letter to the United Counties clearing the conditions of draft approval. Once all conditions of draft approval have been cleared and the appropriate legal documents presented to the United Counties the subdivision gets final registration and the planning process is completed.

The \$2500 fee charged by the Village for plans of subdivisions is found to be on the low side when reviewed against the findings of the Elizabethtown-Kitley study. PSAs within the United Counties range from \$1,500 to \$5,000. Many use a scaled fee which includes a base fee plus a charge per lot. This approach is recommended for the Village.

It is recommended that the \$2500 fee charged by the Village for plans of subdivision applications in Schedule E, By-law 44-2022 be increased to \$2,500 + \$100 per lot reflecting the work and effort necessary for such applications.

Cash-In-Lieu of Parkland:

Cash-in-lieu of parkland is a charge levied against new lots created through the consent or plans of subdivision process. During the subdivision process the amount of cash in lieu of parkland is typically determined through a land appraisal by a qualified expert at a rate of 5% of the value of the land the day before draft approval. For consent applications, a municipality typically establishes a standard rate per new lot based on 5% of the value of a typical residential lot the day prior to conditional consent approval. A valuation of 25% of the value of the newly created lot can be used as the "value of the land the day before the consent is granted". The current market value of vacant residential lots (both urban and rural) has significantly increased in the last five (5) years. It is now common for vacant residential lots to range from \$100,000 to \$150,000+ depending on location and characteristics. Land which has the potential for lot creation through severance could have a value of \$25,000 to \$35,000 prior to lot creation. When applying the Planning Act standard, 5% of the value of land before consent could range from \$1250 to \$1875.

The current cash in lieu of parkland for lots created by consent ranges between \$500 and \$1,000 depending on location. The funds collected through cash-in-lieu of parkland must be placed in a separate reserve fund and be used only for public recreation purposes (new facilities, recreation equipment (score boards, lawn mowers) and replacement of ageing recreation assets). The funds are intended to represent the incremental costs that new growth has on municipal recreation services.



Council's role in cash-in-lieu of parkland fees is limited to recommending the cash-in-lieu condition be applied to new lots created by consent. Council is also responsible for overseeing the expenditure of the parkland funds on recreation matters through its annual budget.

The \$500 to \$1000 cash in lieu of parkland fee is well below the standards set out in the Planning Act.

It is recommended that the cash-in-lieu of parkland fee charged by the Village be increased to \$1250 for local roads, \$1500 for County Roads and \$1850 for new waterfront lots.

Part Lot Control Applications

By-law 44-2022 does not currently set out a rate for part lot control applications. Part lot control is the process by which lots in a registered plan of subdivision are divided and is typically used to place the individual residential units in semi-detached and townhouse developments on separate and distinct lots (i.e. division of townhouse blocks). The part lot control process is an alternative to the consent process but only for lots previously created through the subdivision process.

The part lot control approval process is partially Village Council responsibility and partially United Counties responsibility. The Village Council must review the request for part lot control (i.e. division of a subdivision lot), ensure conformity with the Official Plan and Zoning By-law and pass a by-law under Section 50(7) of the Planning Act. For part lot control to be finalized, the Village by-law must be approved by the United Counties and registered at the Land Registry Office.

The staff work associated with a part lot control by-law typically involves one preconsultation meeting with the applicant, a review of a registered survey describing the division of land and building location to ensure conformity with the zoning by-law, drafting of the part lot control by-law, preparing a planning report to Village Council with a recommendation on the part lot control by-law, attending the Village Council meeting, and filing the approved part lot control by-law with the United Counties. A typical part lot control application could require 2.5 hr. to 3 hr. of work by the Village Planning Consultant, similar to a consent application.

Currently the United Counties of Leeds and Grenville have a \$600 application fee for a part lot control application. A Village fee similar to the consent fee of \$500 would be a reasonable rate given the amount of staff work required for such applications. Like consent applications the fee would be charged per new lot created.

It is recommended that Schedule E to By-law 44-2022 be amended with the addition of an application fee of \$500 for part lot control applications.

Security Deposits

By-law 44-2022 does not currently set out a rate for required security deposits. Historically, the Village has required "professional services agreements" (PSA) with those wishing to develop and invest in the Village. The professional service agreements typically involve the posting of a security



deposit which was intended to cover the costs associated with processing applications, providing engineering services and conducting peer review of various studies/reports. Although effective, the execution of professional service agreements can be cumbersome and time consuming. The PSA deposit should not be used to cover the cost of planning services provided by the Village Planning Consultant which are intended to be covered by the various planning application fees and not a PSA deposit.

Council may wish to consider an alternative approach to professional services agreement by simply requiring a standard security deposit to cover the cost associated with engineering services and peer review services. Any application which is deemed to involve engineering services or peer review services – typically plans of subdivision, site plans on municipal sewer and water services, OPAs – would be required through the submission of the planning application, to post a standard security deposit. The security deposit would be used to pay for external engineering and peer review services. Any unspent security deposit would be returned to the applicant at the conclusion of the planning approval process. If the security deposit was 100% depleted part way through the planning approval process, the applicant would be required to top up the security deposit as requested by the Village. The applicant would be entitled to copies of any invoices paid by the Village through the security deposit.

The use of a standard security deposit is a common approach by many municipalities and is tied to the planning applications. The determination for a security deposit is done on a case-by-case basis by staff. Planning applications requiring security deposits are not deemed complete until the deposit is provided. Several municipalities in the United Counties have a minimum \$5000 security deposit for plans of subdivision applications. For other planning applications which require engineering or peer review services (OPA and site plans) a security deposit of \$3000 would be appropriate.

It is recommended that Schedule E to By-law 44-2022 be amended to establish a standard security deposit of \$5000 for all plans of subdivision/condominium applications and \$3000 for all other planning applications requiring engineering or peer review services.

Summary

It is recommended that Schedule E, Planning Department Fees, to By-law 44-2022 be amended to:

1. *Increase the fee charged by the Village for Official Plan Amendment applications from \$2000 to \$2,500.*
2. *Increase the fee charged for major site plan control applications from \$1500 to \$2,000.*
3. *Increase the fee charged for draft plan of subdivision/condominium applications from \$2500 to \$2,500 + \$100 per lot.*
4. *Increase the fee charged for cash-in-lieu of parkland for local roads from \$500 to \$1250, for County Roads from \$750 to \$1500 and for waterfront lots from \$1000 to \$1850.*
5. *Amend Schedule E to By-law 44-2022 with the addition of an application fee of \$500 for part lot control applications.*



6. *Amend Schedule E to By-law 44-2022 to establish a standard security deposit of \$5000 for all plans of subdivision/condominium applications and \$3000 for all other planning applications requiring engineering or peer review services.*

All other fees in Schedule E to By-law 44-2022 are deemed to be reasonable and are not recommended to be changed.

All of which is respectfully submitted.

Sincerely,
Jp2g Consultants Inc.
ENGINEERS ▪ PLANNERS ▪ PROJECT MANAGERS

Forbes Symon, MCIP, RPP
Senior Planner



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Appendix A
Township of Elizabethtown-Kitley Planning Fees Assessment Chart

Planning Application	Elizabethtown Kitley	Augusta	Edwardsburgh Cardinal	Rideau Lakes	Merrickville Wolford	North Grenville	Brockville	Front of Young	Leeds and 1000 Islands
OP/ZBL									
Zoning By-law Amendment	\$ 2,100.00	\$ 2,000.00	\$ 2,500.00	\$ 1,696.00	\$ 1,500.00	Minor \$1000 Major \$2000	\$ 2,795.00	\$ 1,100.00	\$ 1,500.00
Temporary Use		\$ 1,000.00		\$ 642.00			\$ 2,795.00		\$ 1,500.00
Official Plan Amendment	\$ 2,100.00	\$ 3,000.00	\$ 3,000.00	\$ 2,827.00	\$ 2,000.00	\$ 2,500.00	\$ 2,795.00	\$ 1,500.00	\$ 1,500.00
Concurrent OP/ZBL Application	\$ 3,150.00			\$ 3,237.00			\$ 4,135.00	\$ 2,000.00	
Removal of Holding	\$ 500.00	\$ 500.00		\$ 816.00		\$ 1,000.00	\$ 470.00		\$ 300.00
Subdivision									
Subdivision Application	\$ 5,000.00	<5 lots- \$2000 >5 lots- additional \$100 per lot	\$ 5,000.00		\$ 2,500.00	\$3500 + \$50/unit		\$ 1,500.00	
Condominium		<5 lots- \$2000 >5 lots- additional \$100 per lot				\$2500 + \$30/unit		\$ 1,500.00	



Planning Application	Elizabethtown Kitley	Augusta	Edwardsburgh Cardinal	Rideau Lakes	Merrickville Wolford	North Grenville	Brockville	Front of Young	Leeds and 1000 Islands
Site Plan									
Site Plan Application	\$ 700.00			Residential (deck only)- \$451 Residential- \$927 Commercial- \$1191				\$ 1,000.00	
Minor		\$ 750.00	\$ 1,000.00		\$ 750.00	\$ 900.00			Residential- \$550 Commercial <500m2- \$700
Major		\$ 1,500.00	\$ 1,750.00		\$ 1,500.00	\$ 2,000.00			Com/Indust 501-1000m2- \$2000 Com/Indust >1000m2- \$2500
Site Plan Amendment			\$ 1,000.00		\$ 350.00				
Minor				< 1000sqft \$ 451.00					Residential- \$300 Commercial- \$550
Major				> 1000sqft \$ 645.00					Com/Indust- \$800
Planning Info									
Confirmation of Zoning	\$ 60.00	\$ 50.00	\$ 100.00	\$ 155.00		\$ 100.00	\$ 70.00		\$ 100.00
Confirmation of OP	\$ 60.00	Included in Zoning	\$ 100.00	\$ 155.00			\$ 70.00		\$ 100.00
Confirmation of Work Orders	Included in Zoning		\$ 100.00				\$ 70.00		\$ 100.00
Minor Variance									



Planning Application	Elizabethtown Kitley	Augusta	Edwardsburgh Cardinal	Rideau Lakes	Merrickville Wolford	North Grenville	Brockville	Front of Young	Leeds and 1000 Islands
MNV Application	\$ 600.00	\$ 1,000.00	\$ 650.00	\$ 1,022.00	\$ 750.00	\$ 650.00	\$ 815.00	\$ 500.00	\$ 850.00
Extension/Enlargment Non-Conforming Use	\$ 600.00		\$ 650.00	\$ 374.00					\$ 850.00
Consents									
Severance Application	\$ 400.00	\$500 +\$300 for each on same lot	\$ 500.00	\$ 780.00	\$ 500.00	\$ 350.00	\$ 815.00	\$ 200.00	\$ 550.00
Deeming									
Deeming By-law	\$ 650.00			\$ 784.00					
MDS									
Completed By Township	YES	YES		YES					
Do you charge a fee to complete calculations	NO	NO		NO					

***Disclaimer: Compiled for information purposes only. If confirmation is required please contact local municipality.

Appendix B



UNITED COUNTIES OF LEEDS AND GRENVILLE

PLAN OF SUBDIVISION/CONDOMINIUM FEE GUIDELINE FOR APPLICANTS (2023)

Separate cheques to applicable agencies are to be filed with the application for Draft Plan Approval.

Counties	Fee(s) ¹
United Counties of Leeds & Grenville NOTE: All applicable fees can be paid together (e.g. one cheque).	< 20 lots/blocks/units \$3,000.00 ^{2,3,4} 21-50 lots/blocks/units \$5,000.00 ^{2,3,4} >50 lots/blocks/units \$7,000.00 ^{2,3,4} Exemption \$1,000.00 Plan Revisions: Minor - \$600.00; Major \$2,000.00 ^{2,3} . Extension (Maximum Annual) - \$600.00 Part Lot Control By-law Final Approval - \$600.00
² A \$3,842.00 deposit (minimum fee) for hydrogeological/terrain analysis peer review due at time of application for development on private services ³ Peer review fees for Environmental Impact Study and Stormwater Management Plan evaluation will be determined after submission and must be paid prior to complete application determination ⁴ If adjacent to/outlets to County Road, Counties drainage review fee of \$75.00 plus cost recovery applies.	
Municipality	
Athens	No fee.
Augusta	\$2,000.00 per application up to 5 new lots/units +\$100.00 per lot/unit for each over and above 5 Condominium Exemption \$1,500.00
Edwardsburgh/Cardinal	\$5,000.00 Deposit
Elizabethtown-Kitley	\$5,000.00 Deposit
Front of Yonge	\$1,500.00 Deposit
Leeds & the Thousand Islands	\$1,270.00 plus \$50.00 per lot (per unit for condominiums) for draft or final approval Amend Draft Plan Conditions \$510.00 Subdivision or Condominium Agreement \$800.00/Amending Agreement \$760.00 Condo/Subdivision Exemption \$1,015.00 Removal of Part Lot Control/Deeming \$340.00 plus \$50.00 per lot
Merrickville-Wolford	\$2,500.00 plus disbursements
North Grenville	Subdivision Review \$3,500.00 + \$50 per lot/unit Condominium Review \$2,500.00 + \$30 per unit Condominium Conversion/Exemption \$2,500.00 Subdivision/Condominium Amendment \$1,500.00 Flat Fee Part Lot Control (Lift or Renewal) \$600.00 Extension of Draft Approval \$600.00 Lift 0.3m Reserve Blocks & Transfer of all other Subdivision Blocks/Lots \$300.00
Rideau Lakes	\$4,035.00 (To Draft Approval) Clearance of Conditions (per phase) \$1,712.00
Westport	\$3,700.00 + \$5,000.00 Deposit



Conservation Authority	Fee(s)
Cataraqui Region Conservation Authority (CRCA)	\$3,130.00 <u>Plus Technical Review Fees May Apply</u> (\$1,480.00 per report, contact Kristen Wozniak, (613) 546-4228 ext. 288, kwozniak@crca.ca) Application for Final Approval \$1,150.00 Resubmission of Lapsed Draft Plan Approval \$790.00 Amendment to Draft Plan Approval \$790.00
Rideau Valley Conservation Authority (RVCA) ⁴ <u>Plus Technical Review Fees</u> Standard Projects: <0.5 ha \$475.00, 0.5-2 ha \$930.00, 2-3 ha \$1,230.00, 3-5 ha \$1,1950.00, > 5 ha \$ 3,035.00 Major Projects: As above plus hourly	Plan of Subdivision/Part Lot Control/Condominium \$4,245.00 ⁴ Clearance of conditions (subdivision registration per phase) \$2,135.00 ⁴ Draft plan approval revisions (Alteration to site plan/layout) \$2,135.00 ⁴ Draft plan extension (Original conditions about to lapse) \$4,245.00 ⁴
South Nation Conservation (SNC) ⁵ <u>Plus Technical Review Fees</u> Development area <0.5 ha \$930.00, 0.5-2 ha \$1,950.00, >2 ha \$3,035.00; Major Projects: As above plus hourly; Review for clearance of conditions \$355.00	Plan of Subdivision/Part Lot Control/Condominium Less than 2 ha and less than 10 lots on full municipal services \$1405.00 ⁵ Less than 2 ha and less than 10 lots on private services \$2,780.00 ⁵ Over 10 lots and/or over 2 ha on private or full municipal services \$4,245.00 ⁵ Clearance of conditions for registration (per phase) \$2,135.00 ⁵ Priority review (per phase) \$6,485.00 ⁵ File re-activation (dormant files over 2 years) OR Revision 50% of current fee ⁵
Septic Approval Authority	
Leeds & the Thousand Islands	\$200.00/lot to a maximum \$5,000.00 plus HST
North Grenville, Westport	\$230.00 per lot (Maximum \$5,000.00) payable to Rideau Valley Conservation Authority (Septic Approval Office). Separate cheque from Conservation Authority fee is requested.)
Elizabethtown-Kitley, Front of Yonge	\$900.00 (cheques payable to South Nation Conservation (Septic Program))
Other Municipalities	Fees may apply. Please consult with individual municipality.

¹ Third party expenses (e.g. notice costs, legal costs, peer review fees) are extra. Administrative fees/staff time may also be charged back. Agreements and/or deposits may also apply.

Disclaimer: See applicable fee schedules for full terms. Fees subject to change without notice. (December 6, 2023)



Appendix C
Fees Comparison Chart

Fees Comparison Chart:
 Existing Fees and Proposed Fees

Description	Existing Fees	Proposed Fees
Copies of Official Plan	\$25.00	\$25.00 (NC)
Copies of Zoning By-Law	\$20.00	\$20.00 (NC)
Severance Applications	\$500.00 plus disbursements	\$500.00 (NC)
OP Amendment	\$2000.00 plus disbursements	\$2500.00 (+\$500)
Zoning By-Law Amendment	\$1500.00 plus disbursements	\$1500.00 (NC)
Notice of Appeals on Official Plans, Zoning or Variance	\$900.00 plus disbursements	\$900.00 (NC)
Right of Way and Easement Agreements on municipal property	\$100.00 plus disbursements	\$100.00 (NC)
Site Plan Control Applications Agreements	\$750.00- \$1500.00 plus disbursements (this range reflects the difference between minor developments and major developments)	Minor \$750.00 (NC) (private services/no peer review) Major \$2000.00 (\$500) (Full municipal services/peer review)
Site Plan Amendments	\$350.00 plus disbursements	\$350.00 (NC)
Subdivision/Condominium Applications Agreements	\$2500.00 plus disbursements	\$2500.00 + \$100.00/new lot (+\$100/lot)
Minor Variance Applications	\$750.00 plus disbursements	\$750.00 (NC)
Part Lot Control Application	No Current Fee	\$500.00 (+\$500.00)
Security Deposit	No Current Fee	\$5000.00 for Subdivisions \$3000.00 for Other Applications Requiring engineering/peer review

Cash in Lieu of Parkland Fees

Cash in lieu of Parkland, which is a condition of the approval of any and all severances in the following amounts:

Description	Existing Fee	Proposed Fee
Village Road	\$500.00 per lot	\$1250.00 (+\$750.00)
County Road	\$750.00 per lot	\$1500.00 (+\$750.00)
Waterfront lot (regardless of road frontage classification)	\$1000.00 per lot	\$1850.00 (+\$850.00)

NC = No change in current fee

(+\$___) = fee increase rate

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Jp2g Ref No. 19-7059N

January 18, 2024

Darlene Plumley, CAO/Clerk
Village of Merrickville-Wolford
317 Brock Street West
P.O. Box 340
Merrickville, ON K0G 1N0

Dear Ms. Plumley:

**Re: Planning Report – Recommended Municipal Conditions of Draft Approval
Application for Draft Plan of Subdivision 07-T-20234 (Carley’s Corners Subdivision)
Part of Lot 13, Concession 4, Geographic Township of Wolford,
Village of Merrickville-Wolford**

We have prepared this letter to provide planning comments and recommended conditions of draft approval on our second review of the application for approval of a draft plan of subdivision filed by Arcadis IBI Group. on behalf of Rob Thompson Construction Ltd (Carley’s Corners Subdivision).

Our initial review of the subdivision application was detailed in a Planning Report dated July 20, 2023, and presented to Council on August 14, 2023. Following Council’s discussion, we were able to meet with the applicant and his consultants on November 2, 2023, to go over our comments and the additional information and clarification we recommended to Council. Based on these original comments and subsequent discussions, the applicant has made a second submission of the subdivision proposal, dated December 6, 2023. We have now had an opportunity to review the additional information and offer the following for Council’s consideration.

The subject lands are located in the southwest corner of the Hamlet of Carleys Corners fronting on County Road #15 on lands described as Part of Lot 13, Concession 4, Geographic Township of Wolford, not the Village of Merrickville-Wolford. The subject property is approximately 16.04 ha (39.6 ac) of land with a combined 360 m of frontage on County Road #15 (road frontage is in two sections). The land is vacant and generally described as a hay field.

The proposed development consists of 32 residential lot ranging in size from 0.38 ha (0.94 ac) to 0.7 ha (1.73 ac). The housing form is to be single detached residential dwellings. The access to the proposed lots will be via an internal crescent 20 m wide roadway. There are no other blocks or features identified in the subdivision.

The lands are currently zoned “Hamlet (H)” in the Village of Merrickville-Wolford Zoning By-law 23-08 and designated as Hamlet in the Village’s Official Plan. The Hamlet zone references the standards of the “Residential Type Two (R2)” which in turn references the “Residential Type One (R1)” zoning standards for single detached dwellings. The R1 zone standards establish a 2000 m2 (0.5 ac) minimum lot size and a 30 m (98.4 foot) minimum lot frontage. The Planning Justification Report submitted by the applicant indicates that all lots will meet the minimum lot size requirements of the R1 zone. The report also indicates that there are three lots that will not meet the minimum lot frontage of 30 metres. The report acknowledged that a zoning by-law amendment would be required as a condition of the subdivision to address the lots with deficient frontages.

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The July 20, 2023 review identified the need to:

1. Address the affordable housing policies of Section 3.10 of the Official Plan.
2. Address the Special Heritage Policy Area #2 of the Official Plan.
3. Clarification of the use of “additional residential units” (ARUs) as-a-right intensification.
4. Clarify a number of stormwater management design elements (flow rates, total suspended solids, stormwater storage in ditches, infiltration rates, quality and quantity control, plan details, etc.).
5. Acknowledge septic field design details, septic design notification, and water balance.
6. Acknowledge the 30 m setback from pond/watercourses.

The applicant’s second submission included a detailed response to the first set of technical comments, summarizing how each of the comments from the County, Village, WSP, Canada Post, Bell, RVCA and the public have been addressed (Appendix A).

The second submission included:

- Supplemental Site Water Balance – Cambium, dated November 17, 2023
- Revised Draft Plan of Subdivision – Arcadis (formerly IBI Group), dated December 1, 2023
- Revised Civil drawing set containing Grading Plan, Contour Plan, Development Plan, and Road Profiles – Arcadis, dated December 1, 2023
- Revised Storm Drainage and Stormwater Management Report - Conceptual – Arcadis, dated December 4, 2023

With respect to July 20, 2023 review, the applicant has confirmed that there will be 12 of the 32 lots capable of supporting additional residential units (ARUs). It is anticipated that the 12 individual lots will be identified with special as a right zoning to permit the introduction of future ARUs on these properties. This is the extent of the introduction of affordable housing within this project, although it was acknowledged that “it is undetermined whether any of the proposed (residential houses) units will meet the “affordable” criteria, as defined by the PPS.

In terms of the design of the proposed houses, the report indicates that efforts will be made to consider design elements at the housing design stage of the project.

The revised stormwater management plans and civil drawings appear to address all the suggestions made in the July 20, 2023, review by the Village. It will be left to the County and the RVCA to determine if the revised SWM plans and civil drawings address their specific concerns.


As matters now stand, we find that the proposed Carleys Corners Subdivision as presented in the second submission has merit and represents good land use planning. The proposed development is in conformity with the various planning documents. The points of clarification on the first submission have now been addressed and it is appropriate for the Village Council to consider recommending conditions of draft plan approval to the United Counties subdivision approval authority.

In addition to the recommended conditions of draft approval (Appendix B) we provide the additional engineering review comments of the second submission (Appendix C).

Should you have any questions regarding the comments please do not hesitate to contact the

undersigned.

Sincerely,
Jp2g Consultants Inc.
ENGINEERS • PLANNERS • PROJECT MANAGERS



Forbes Symon, MCIP, RPP
Senior Planner | Planning Services



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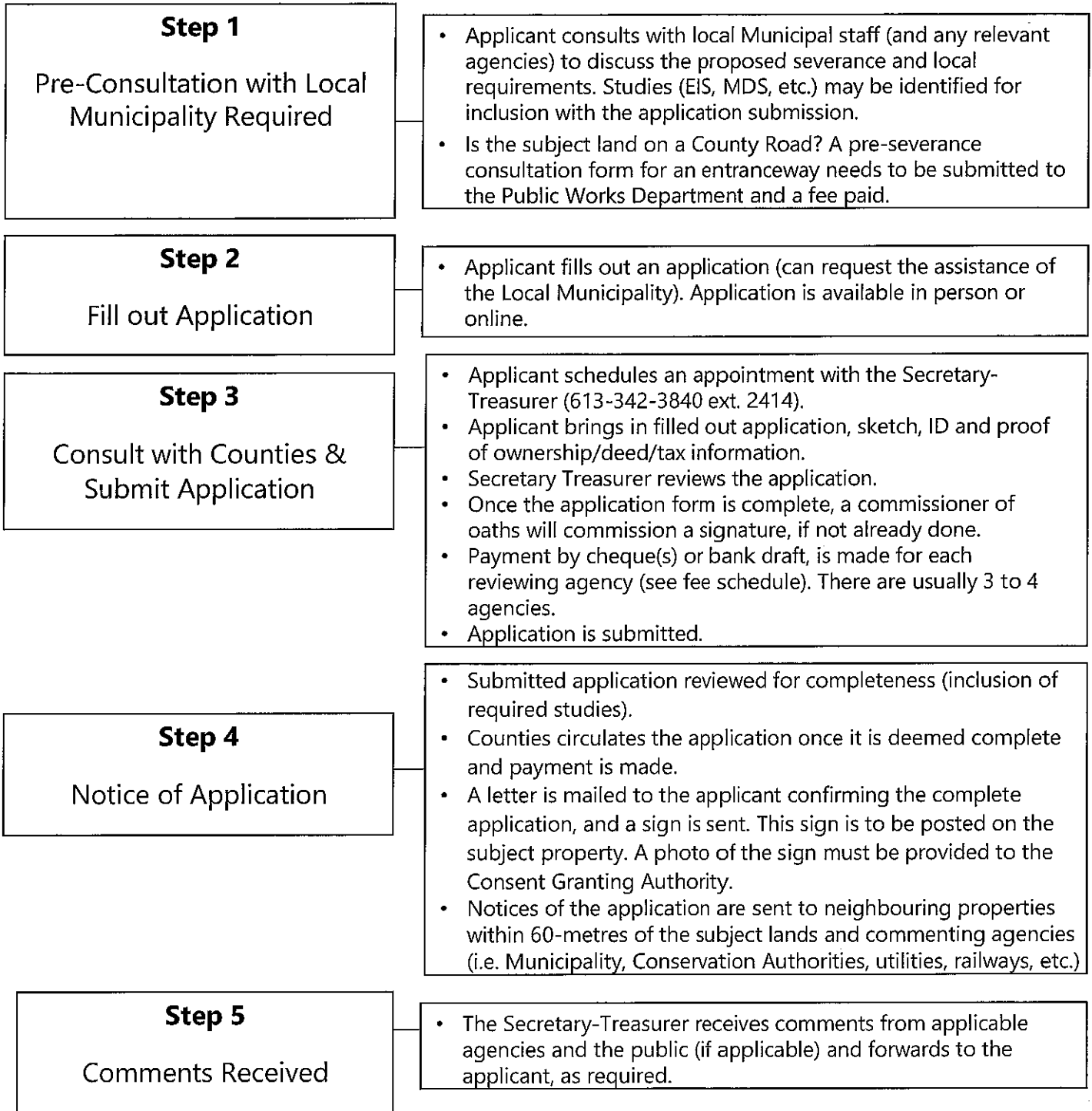
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6. C



United Counties of Leeds and Grenville Applicant's Guide to the Consent Process



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United Counties of Leeds and Grenville Applicant's Guide to the Consent Process

<p>Step 6</p> <p>Counties Schedule Application for a Hearing</p>	<ul style="list-style-type: none">• Applications are scheduled on the Consent Granting Authority hearing agenda once all of the agency comments have been received.• Hearings are scheduled every 2-weeks (exceptions made during holiday periods).• Notice of the hearing is sent approximately 15-days before the meeting.
<p>Step 7</p> <p>Hearing</p> <p><i>Complete Application to Hearing is about 90-days, subject to file specific requirements</i></p>	<ul style="list-style-type: none">• Consent Granting Authority Committee reviews all scheduled applications.• Applicant, adjacent landowners, and all interested parties can attend the hearing.• Applicant and/or agent may attend the hearing to answer questions on their application.• Decision to approve, deny, or defer the provisional consent of each application is made at the hearing.
<p>Step 8</p> <p>Notice of Decision (20-day Appeal Period)</p>	<ul style="list-style-type: none">• Notice of Decision is emailed to applicants, agencies, and anyone that requested notification.• Decisions are subject to a 20-day appeal period.• All appeals received within the 20-day window are sent to the Ontario Land Tribunal for consideration.• Applicants will be notified if an appeal is received for a file.
<p>Step 9</p> <p>Conditions Met</p>	<ul style="list-style-type: none">• Following the 20-day appeal period, the applicant has 2-years to address all agency conditions.• There are no time extensions granted for fulfilling conditions of a decision on a severance application.• Applicants are encouraged to speak directly with the agencies requesting the conditions, in order to meet the conditions within the 2-year time frame.
<p>Step 10</p> <p>Final Consent Approval</p>	<ul style="list-style-type: none">• The applicant must meet all agency conditions before the final consent is granted.• All prepared legal materials by the applicant's lawyer, and reference plans for the severed lands, are to be received before the 2-year lapsing date by the Secretary-Treasurer.• The Secretary-Treasurer stamps the certificate of consent.• The applicant's lawyer will register the consent.



APPLICATION FOR CONSENT
CHECKLIST FOR SUBMITTING APPLICATIONS

- One application form, sketch, and fee are required for each new parcel being created (e.g., one application will create ONE severed lot and ONE retained lot only)
- Have you completed Pre-Consultation (Severance Review)?
 - With the local Municipality?
 - Do you need to also pre-consult with Conservation Authority? St. Lawrence Park Commission? MECP (Noise)? Any other commenting agencies?
 - Is your entrance on a County Road? If yes, have you included a copy of their pre-severance consultation form for entranceway?
 - Is your entrance is to a Provincial Highway? If yes, have you pre-consulted with the Ministry of Transportation and included a copy of their approval letter?
- Is there a barn nearby (within 1500 metres)? If yes, have you completed the "Minimum Distance Separation (MDS)" calculations if required?
- Have you completed the sketch as per the sample and instructions on Page 9 of the application?
- Has the affidavit/sworn declaration (Section 16) on page 7 been signed and commissioned?
- If you are acting as an "agent" for the owner(s), have you included a separate "authorization" letter or has the owner completed Section 17 on page 7?
- Have you included the "original" copy of the application with the signatures and sworn affidavits with your application submission?
- Have you included all requested studies (e.g., Professional Planning Rationale, Hydrogeological Study, Environmental Impact Assessment, Noise or Vibration Study, Aggregate Impact Assessment, Archaeological Study, etc.) in your application submission?
- Have you included proof of Ownership (Land Titles Parcel Abstract (PIN)), Transfer/Deed, or tax bill?
- Have you included a cheque or bank draft made out to the "United Counties of Leeds & Grenville"? The appropriate agency for a septic review? Conservation Authority? Municipality?
- Incomplete applications will not be accepted and will either be held for further information or returned to the applicant.
- Have you called to make an appointment with the Secretary-Treasurer to submit and commission (if needed) your application (613-342-3840, Ext. 2414)?

The Consent process is involved and lengthy. Please be patient as it proceeds through the various stages of the prescribed process of the Planning Act of Ontario. Our goal is to process the application as soon as possible given the various stages it must pass through. Please see the "The Applicant's Guide to the Consent Process".



APPLICATION FOR CONSENT

Under Section 53 of the Planning Act

UNITED COUNTIES OF LEEDS AND GRENVILLE

<p><u>TO BE COMPLETED BY LOCAL MUNICIPALITY</u></p> <p>The applicant has undertaken Severance Pre-Consultation. The signature below does not imply Municipal support for the application.</p> <p>Date: _____</p> <p>_____</p> <p><i>Signature of Municipal Official</i></p>	<p><u>TO BE COMPLETED BY UCLG PLANNING DEPARTMENT</u></p> <p>FILE NO. B- _____</p> <hr/> <p>Date Received: _____</p> <p>Date Revised: _____</p> <p>Date Deemed Complete: _____</p>
---	---

TO BE COMPLETED BY LOCAL MUNICIPALITY – (describe studies required)

The Municipal Pre-Consultation Review has determined that the following studies and/or reports will be required and are to be submitted with your application:

Aggregate Impact Study Hydrogeological Study MDS Calculations
 Archaeological Study Noise and/or Vibration Study Environmental Impact Study
 Professional Planning Rationale Other (Specify): _____

The Municipal Pre-Consultation Review has determined that the following studies and/or reports will be conditions of provisional consent:

1. APPLICATION INFORMATION

Name of Registered Owner(s) as shown on Deed:

Telephone Numbers:

Home: _____ Cell: _____ Other: _____

E-mail: _____

Mailing Address: _____

City/Province: _____ Postal Code: _____

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2. AUTHORIZED AGENT

Name of the person who is to be contacted about the application, if different than owner. This may be a person or firm acting on behalf of the owner. An owner's authorization is required. Complete Section 17 of this application if the applicant is not the owner.

Name(s): _____ Mailing Address: _____

City/Province: _____ Postal Code: _____

Phone: _____ E-mail: _____

3. LOCATION OF THE SUBJECT LANDS (Complete ALL applicable lines)

Municipality: _____

Former Municipality: _____

Lot Number(s): _____

Concession Number(s): _____

Reference (Survey) Plan Number: _____

Part Number(s): _____

Assessment Roll #: 0_-_-_-_-_-_-_-_-_-_-

Name of Street/Road: _____

Civic Address Number: _____

Registered Plan Number: _____

Registered Plan Lot Number(s): _____

Are there any right-of-way easements or restrictive covenants affecting the severed or retained land? Yes No

If **YES**, provide location on sketch and describe below.

4. PURPOSE OF APPLICATION

Transfer: Creation of a New Lot Addition to a Lot

Other: Right-of-Way Easement Correction of Title Charge Lease
(ROW)

Other Purpose (please specify): _____

Name(s) of person(s), to which land or interest in land is to be transferred, leased or charged – this section must be completed for an Addition to a Lot, ROW, Easement or Other:

FULL NAME(S): _____

If this a lot addition, ROW, or Easement, identify the lands to which the severed lands will be added.

Name of Street/Road: _____ Civic Address Number: _____

Assessment Roll #: 0_-_-_-_-_-_-_-_-_-_-

5. DESCRIPTION OF SUBJECT LAND (All measurements are to be provided in METRIC ONLY and must be shown on a sketch)

DESCRIPTION OF LAND INTENDED TO BE SEVERED:	DESCRIPTION OF LAND INTENDED TO BE RETAINED:
Road Frontage (metres): _____	Road Frontage (metres): _____
Water Frontage (metres): _____	Water Frontage (metres): _____
Depth (metres): _____	Depth (metres): _____
Area (hectares): _____	Area (hectares): _____
Existing Use(s): _____	Existing use(s): _____
Proposed Use(s): _____	Proposed Use(s): _____
Describe Existing Building(s) or Structure(s): _____	Describe Existing Building(s) or Structure(s): _____
Describe Proposed Building(s) or Structure(s): _____	Describe Proposed Building(s) or Structure(s): _____

6. EXPLANATION FOR SEVERANCE:

<p>An explanation as to the reason and purpose for this severance MUST be provided or the application will be deemed incomplete.</p>

7. WHAT TYPE OF WATER SUPPLY IS PROPOSED? (Check Appropriate)

	Severed Lands	Retained Lands
Municipally owned and operated water supply		
Well (dug or drilled)		
Lake or other water body		
Other (please specify) (i.e. Communal well): _____		

8. WHAT TYPE OF SEWAGE DISPOSAL IS PROPOSED? (Check Appropriate)

	Severed Lands	Retained Lands
Municipally owned and operated sanitary sewers		
Septic tank		
Other (please specify): (i.e. Communal septic system) _____		

9. TYPE OF ACCESS? (Check Appropriate)

	Severed Lands	Retained Lands
Provincial Highway		
County Road		
Municipal Road, maintained all year		
Municipal Road, seasonally maintained		
Right-of-way owned by: _____		
Water access (specify docking and parking facilities and distance of these facilities from the subject land to the nearest public road)		

10. OTHER SERVICES

	Severed Lands	Retained Lands
Electricity		
School Bussing		
Garbage Collection		

11. LAND USE (Planning Documents)

a) What is the existing UCLG Official Plan Designation on the subject lands? _____
b) What is the existing Municipal Official Plan Designation on the subject lands? _____
c) What is the existing zoning on the subject lands? _____

12. LAND USE

Are there any barns/buildings located within **1500 metres** of the subject property which currently house, or are capable of housing livestock now or historically? Yes No

If yes, you MUST complete "Minimum Distance Separation (MDS)" calculations for each applicable barn (attach all information to application).

Also, please indicate their approximate location and distance to the subject lands (severed and retained) on the accompanying sketch.

You **MUST** answer YES or NO to the following:

USE OR FEATURE	Yes	No
Is there a landfill site (waste site) within 500 metres of severed or retained land?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a sewage treatment plant or waste stabilization plant within 500 metres of the severed or retained land?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a provincially significant wetland (Class 1, 2 or 3 wetland) on the severed or retained lands or within 120 metres?	<input type="checkbox"/>	<input type="checkbox"/>
Is any portion of the land to be severed or retained located within a Flood Plain?	<input type="checkbox"/>	<input type="checkbox"/>
Is any portion of the land to be severed or retained within 500 metres of a rehabilitated mine/pit/quarry site?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a non-operating mine/pit/quarry site within 1 kilometre of the severed or retained land?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an active mine/pit/quarry site within 1 kilometre of the severed or retained land?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an industrial or commercial land use located within 500 metres of the severed or retained land? (If yes, specify the use) _____	<input type="checkbox"/>	<input type="checkbox"/>
Is there an active railway line within 500 metres of the severed or retained land?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a municipal or federal airport within 500 metres of the severed or retained land?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any utility corridor(s) (i.e. high voltage power lines, pipe lines or communication lines) located on, or within 500 metres of the severed or retained lands?	<input type="checkbox"/>	<input type="checkbox"/>

13. HISTORY OF SUBJECT LAND

Has the subject land ever been the subject of an application for approval of consent or a plan of subdivision under the Planning Act?

Yes No Unknown

If yes and if known, provide the application file number and the decision made on the application, the dates of transfers, the names of the transferees and the land use:

Has any land been severed from the parcel originally acquired by the owner of the subject land?

Yes No

If yes, provide for each parcel severed, the date of transfer, the name of the transferee, and the land use.

14. CURRENT APPLICATIONS ON SUBJECT LAND

Is the subject land currently the subject of a proposed UCLG and/or Municipal Official Plan Amendment(s)?

Yes No Unknown

If yes, and if known, specify the appropriate file number, and status of application(s).

Is the subject land the subject of an application for a zoning by-law amendment, Minister's zoning order, minor variance, another consent application, or approval of a plan of subdivision?

Yes No Unknown

If yes, and if known, specify the appropriate file number, and status of application(s).

15. OTHER INFORMATION

Is there any other information that you think may be useful to the Consent Granting Authority or other agencies in reviewing this application? If so, explain below or attach a separate page.

16. AFFIDAVIT/SWORN DECLARATION

(This must be completed in the presence of a Commissioner of Oaths/Notary by the applicant or their authorized agent)

I/We _____, of the
(Name of Registered Owner(s)/Applicant/Authorized Agent)

_____, in the _____
(City/Town/Municipality, etc.) (County/Region/District/Municipality)

do solemnly declare that all the statements contained in this Application for Consent and all supporting documents are true, and I/We make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if made under oath.

Sworn (or Affirmed) before me:

This _____ day of _____.

Signature of Owner or Agent (print name)

Signature of Owner or Agent (print name)

A Commissioner of Oaths

17. AUTHORIZATION

If the applicant is not the owner of the land that is the subject of this application, the owner must complete the following or a similar authorization attached to the consent application.

Authorization of Owner for Agent to make the application and to provide Personal Information

I/We, _____, being the registered owner(s) of the lands subject of this application for consent hereby authorize _____ to prepare and submit this application on my/our behalf and, for the purposes of the Freedom of Information and Protection of Privacy Act, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Date _____

Signature of Owner (print name)

Signature of Owner (print name)

18. PERMISSION TO ACCESS PROPERTY

I hereby authorize and consent to permit Municipal, County, and Conservation Authority staff to enter upon the subject property during regular business hours during the time that the application is under consideration by the United Counties of Leeds & Grenville for the purpose of conducting site inspections.

Date _____

Signature of Owner

(print name)

Signature of Owner

(print name)

19. FREEDOM OF INFORMATION:

I hereby acknowledge and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants, and solicitors, will be part of the public record and will also be available to the general public.

Date _____

Signature of Owner

(print name)

Signature of Owner

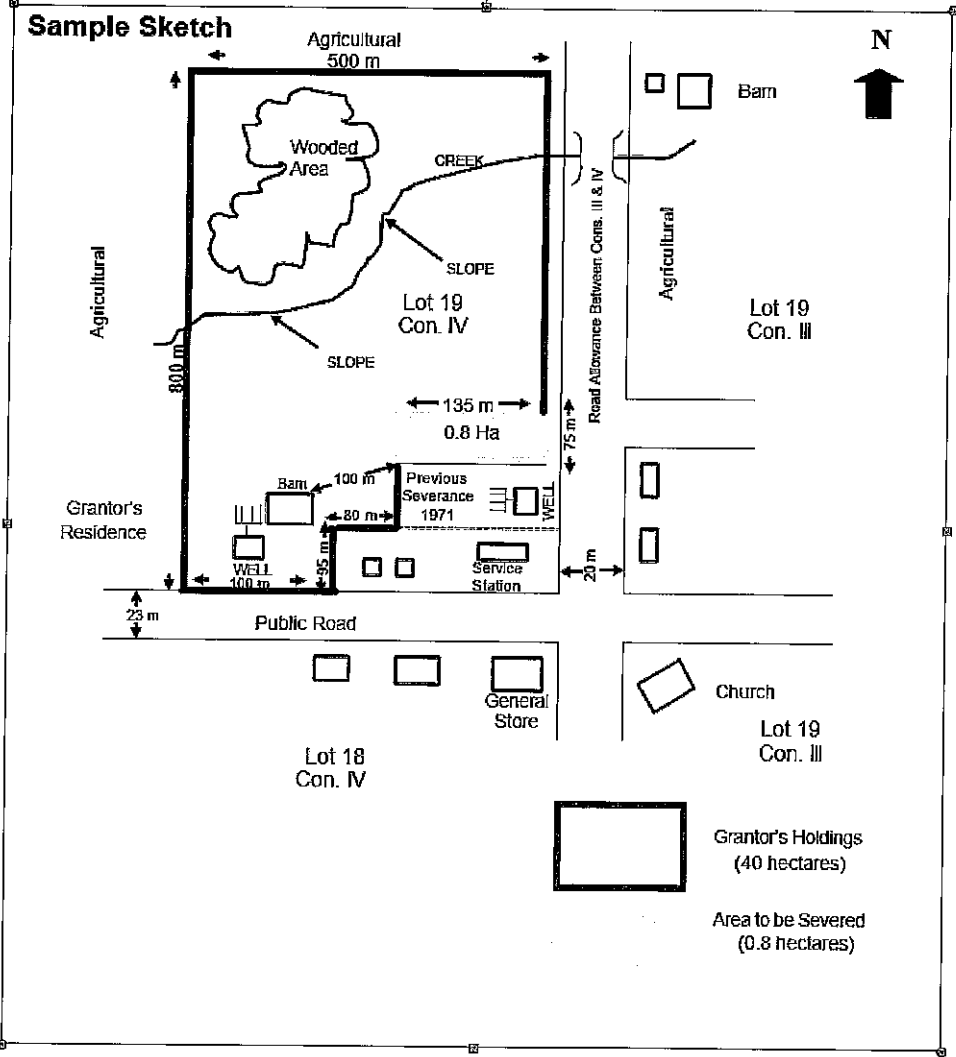
(print name)

20. SKETCH & CHECKLIST

- Boundaries and dimensions of the severed and retained parcels of land as well as the parcel of land receiving the lot addition.
- Outline the part of the lands that is to be severed in yellow, the part of the lands that is to be retained in blue, and the lands receiving a lot addition in pink.
- Boundaries and dimensions of abutting land owned by the same owner.
- Distance from lot boundaries to nearby Township lot lines, railway crossings, bridges, or other landmarks.
- Location of land previously severed from the same parcel.
- Approximate location of all-natural features and/or artificial features that may affect the application: buildings, railway lines, roads, watercourses, drainage ditches, wetlands and wooded areas.

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- Existing use(s) on adjacent lands, (residential, agricultural, commercial, vacant, etc.)
- Location, width, and name of any roads abutting the subject land, indicating whether it is an unopened, public, private, or right-of-way.
- If access to the land is by water only, the location of the parking or boat docking facilities to be used.
- The location and nature of any easement that effects the subject lands.
- If MDS is required, please indicate their approximate location and distance to the subject lands (severed and retained) on the accompanying sketch.
- If there are buildings located on the lands, they MUST be shown on the sketch and include the distances from any lot lines. Also include location of the septic and well and distances from lot lines.
- All measurements on the application and sketch are to be in METRIC.
- Note that 'frontage' refers to road frontage or the front of a lot addition. "Frontage" does not refer to water frontage.





**UNITED COUNTIES OF LEEDS AND GRENVILLE
 CONSENT GRANTING AUTHORITY
 FEE GUIDELINE FOR APPLICANTS**

Consent Review Fees – Revised January 2024

Consent Granting Authority	Fee \$	Comment
United Counties of Leeds & Grenville	Consent/Severance \$1,085 Validation/ Cancellation \$800 Re-circulation \$250 Reciprocal Deed/Re-issue of certificate \$50 Consultation for entranceway on a County Road Pre-severance consultation \$150 Without pre-severance consultation \$210	Separate cheque required payable to the United Counties of Leeds and Grenville for ALL applications.
Municipality	Municipal Review Fee \$	Comment
Athens	\$500 pre-consultation fee to the Township before application submission + \$160 Sewage Inspection fee (at application submission)	A cheque payable to the Township of Rideau Lakes is required for any property serviced by a private sewage disposal system.
Augusta	\$500 \$300 for additional severances at same location/same time + South Nation Conservation Septic Review fee, if required (see Conservation fees below)	A cheque payable to South Nation Conservation will be required for any property serviced by a private septic system outside of South Nation Conservation jurisdiction, see Conservation Authority fees.
Edwardsburgh Cardinal	\$500 + disbursements + South Nation Conservation Septic Review fee, if required (see Conservation fees below)	A cheque payable to South Nation Conservation will be required for any property serviced by a private septic system outside of South Nation Conservation jurisdiction, see Conservation Authority fees.
Elizabethtown-Kitley	\$400 + \$443 Sewage Inspection fee = Total of \$843	Multiple severances: a \$180.00 septic review fee for each additional severance at same location/same time.
Front of Yonge	\$200 + South Nation Conservation Septic Review fee (see Conservation fees below)	A cheque payable to South Nation Conservation will be required for any property serviced by a private septic system, see Conservation Authority fees.
Leeds & the Thousand Islands	\$550 \$350 for lapsed severance +\$475 Septic Review fee, if required	Multiple severances: a \$200.00 septic review fee for each additional severance at same location/same time.

	= Total of \$1,025	
Merrickville-Wolford	\$500 + disbursements +\$443 Septic review fee, if required, = Total of \$943	Multiple severances: a \$180.00 septic review fee for each additional severance at same location/same time.
North Grenville	\$350 + Rideau Valley Conservation Septic Review fee (see Conservation fees below)	A cheque payable to Rideau Valley Conservation will be required for any property serviced by a private septic system, see Conservation Authority fees.
Rideau Lakes	\$804 + \$160 Sewage Inspection fee = Total of \$964	
Westport	\$700 + Rideau Valley Conservation Septic Review fee, if required (see Conservation fees below)	A cheque payable to Rideau Valley Conservation will be required for any property serviced by a private septic system.
Conservation Authority	Review Fee \$	Comment
Cataraqui Conservation	\$445	
Rideau Valley Conservation Authority	\$500 + Septic Review fee- \$340, For each additional consent application (same retained parcel) \$155	Septic Reviews completed for: North Grenville, and Westport.
South Nation Conservation	\$500- Conservation review only \$430 Septic review fee for lands outside of SNC watershed jurisdiction \$515 Conservation + Septic review fee for lands inside of SNC watershed jurisdiction	Septic Reviews completed for: Augusta, Edwardsburgh Cardinal and Front of Yonge.
Health Unit	The Land Control Program has transitioned to municipalities and/or partner agencies as noted above.	

NOTE:

- Individual cheques or money orders only for each agency involved in the consent are to be submitted with the application to the Secretary-Treasurer. Please inquire about fees prior to application submission.
- A Septic Review fee is required for any property serviced by a private sewage disposal system (septic). This review is required for every application, including those for rights-of-way/easements and additions to abutting properties.
- Peer Reviews: The Counties may request peer reviews of supporting reports at the cost of the applicant. A peer review deposit may be requested by the Counties.

*** Review Fees are subject to change without prior notice.**

Village of Merrickville-Wolford
United Counties of Leeds-Grenville
 Application for amendment to Merrickville-Wolford
 Zoning By-Law # 23-08
 Planning Act, R.S.O. 1990 Chapter P.13 henceforth "the Act"

File # _____
OFFICE USE ONLY

Name of APPLICANT _____	Name of AGENT (if the applicant is an agent authorized by the Owner) <input type="checkbox"/> Not applicable _____
Mailing address _____ _____	Mailing address _____ _____
Telephone _____	Telephone _____
Cell _____	Cell _____
email _____	email _____
If known, name of HOLDER of mortgage, charge or encumbrance _____	If known, name of HOLDER of mortgage, charge or encumbrance _____
Mailing address _____ _____	Mailing address _____ _____

OFFICIAL PLAN: Current designation _____	ZONING: Current designation _____
--	---

DIMENSIONS OF SUBJECT LAND:		
Frontage _____	Depth _____	Area _____

REZONING – Nature and extent of rezoning requested: _____ _____ _____	REZONING – Reason why rezoning is requested: _____ _____ _____
---	--

DATE – If known, date subject land was acquired by current owner: _____

LEGAL DESCRIPTION of subject land such as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and number. See page 2 for details of plans required.

ACCESS – Access to the subject land will be by:

Provincial Highway Right-of-way Other public road (specify): _____

Municipal road – year round Water _____

Municipal road – seasonal _____

WATER ACCESS – Where access to the subject land is by water only: Not applicable

Docking facilities (specify): _____ Parking facilities (specify): _____

Distance from subject land _____ Distance from subject land _____

Distance from nearest public road _____ Distance from nearest public road _____

EXISTING USES of the subject land: _____ _____ _____	If known, length of time the existing uses of the subject land have continued: _____ _____ _____
--	---

Village of Merrickville-Wolford
 United Counties of Leeds-Grenville

EXISTING BUILDINGS – STRUCTURES - Where there are any buildings or structures on the subject land, indicate for each:

Type _____	Front lot line setback _____	Height in metres _____
If known, date constructed: _____	Rear lot line setback _____	Dimensions _____
	Side lot setback _____	Floor area _____
	Side lot line setback _____	

Type _____	Front lot line setback _____	Height in metres _____
If known, date constructed: _____	Rear lot line setback _____	Dimensions _____
	Side lot setback _____	Floor area _____
	Side lot line setback _____	

Attach additional page if necessary

PROPOSED BUILDINGS – STRUCTURES - Where any buildings or structures are proposed on the subject land, indicate for each:

Type _____	Front lot line setback _____	Height in metres _____
	Rear lot line setback _____	Dimensions _____
	Side lot setback _____	Floor area _____
	Side lot line setback _____	

Type _____	Front lot line setback _____	Height in metres _____
	Rear lot line setback _____	Dimensions _____
	Side lot setback _____	Floor area _____
	Side lot line setback _____	

Attach additional page if necessary

WATER is provided to the subject land by:

<input type="checkbox"/> Publicly-owned/operated piped water system	<input type="checkbox"/> Lake or other water body
<input type="checkbox"/> Privately-owned/operated individual well	<input type="checkbox"/> Other means _____
<input type="checkbox"/> Privately-owned/operated communal well	(specify) _____

SEWAGE DISPOSAL is provided to the subject land by:

<input type="checkbox"/> Publicly-owned/operated sanitary sewage system	<input type="checkbox"/> Other means (specify) _____
<input type="checkbox"/> Privately-owned/operated individual septic system	<input type="checkbox"/> Privy _____

STORM DRAINAGE is provided to the subject land by:

<input type="checkbox"/> Sewers	<input type="checkbox"/> Ditches	<input type="checkbox"/> Swales	<input type="checkbox"/> Other means (specify) _____
---------------------------------	----------------------------------	---------------------------------	--

OTHER APPLICATIONS - If known, indicate if the subject land is the subject of an application under the Act for:

<input type="checkbox"/> Approval of a plan of subdivision (under section 51)	File # _____	Status _____
<input type="checkbox"/> Consent (under section 53)	File # _____	Status _____
<input type="checkbox"/> Previous application (under section 34)	File # _____	Status _____

PLANS REQUIRED

It will be necessary to submit preliminary site plans for the development at the time of the filing of this application. Minimum requirements will be a sketch showing the following:

1. The boundaries and dimensions of the subject land.
2. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
3. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, and septic tanks.
4. The current uses on land that is adjacent to the subject land.
5. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way.
6. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
7. The location and nature of any easement affecting the subject land.

Village of Merrickville-Wolford
United Counties of Leeds-Grenville

AUTHORIZATION OF OWNER for Agent to make the application

Not applicable

I, the undersigned, being the owner of the subject land, hereby authorize _____
to be the applicant in the submission of this application.

Signature of owner

Signature of witness

Date

DECLARATION OF APPLICANT

I, _____, of the Village of Merrickville-Wolford in the United Counties of
Leeds-Grenville, solemnly declare that:

All the statements contained in this application and provided by me are true and I make
this solemn declaration conscientiously believing it to be true and knowing that it is of the
same force and effect as if made under oath.

DECLARED before me at the Village of Merrickville-Wolford in the United Counties of Leeds-
Grenville, this _____ day of _____, _____

Signature of applicant

Signature of commissioner

OFFICE USE ONLY

Signed copy provided to applicant (or agent).

Application number _____ Date of submission _____

Checked by _____ Date of acceptance _____

Official Plan Policies _____

Existing Zoning _____ Proposed Zoning _____

Pertinent restrictions and remarks _____

Connected services: Water Sanitary sewer Storm sewer

General comments _____

6d



Jp2g Consultants Inc.
ENGINEERS • PLANNERS • PROJECT MANAGERS
1150 Morrison Drive, Suite 410, Ottawa, ON, K2H 8S9
T 613-828-7800, F 613-828-2600, www.jp2g.com

Jp2g No. 19-5031B

November 27, 2023
Village of Merrickville-Wolford
317 Brock Street West,
P.O. Box 340, Merrickville, Ontario, K0G 1N0

Attention: Darlene Plumley
Interim CAO/Clerk

Re: Sewage Capacity Allocation
Moderna Lewis Street Development (Conway Lands)

Dear Darlene:

We have calculated the average daily sewage flow based on the current apartment unit split between one and two bedroom units and compared the results against the 2022 calculated flows.

The proposed design population is 117 based on the proposed unit breakdown below:

	Apartment Unit Type		Townhouse Unit	Design Population
	1 Bedroom / Bachelor Apartment Units (1.4 persons per unit)	1 Bedroom / Bachelor Apartment Units (1.4 persons per unit)	(2.7 persons per unit) 14 Units	(persons)
	16 Units	27 Units		
Conway Lands	22.4	56.7	37.8	116.9
Total Design Population				117

The above allowances of 1.4 persons per 1-bedroom and 2.1 per 2-bedroom apartment, and 2.7 persons per townhouse are per City of Ottawa Sewer Design Guidelines.

The average daily sewage flow is calculated as follows: 117 persons x 350 L/p/d x 1 m3/1000L = 40.9 m3/d (previously based on 1-BDRM apartments calculation and 14 townhouse units the flow rate is 34.3 m3/d and 98 persons).

The net difference of 6.6 m3/d between the current proposal of 117 persons and the 2022 calculation based on 98 persons represents approximately 5 connections which could be accommodated within the system design should Council wish to allocate additional sewer resources to this project. This is based on the per connection flow rate of 1.35 m3/connection/day calculated using the updated 5 year average daily flow between 2018 and 2022 of 537.2 m3/d.

Sincerely,

Jp2g Consultants Inc.
ENGINEERS • PLANNERS • PROJECT MANAGERS

Neil Caldwell, P.Eng PMP
Chief Executive Officer

NC/

6e



Jp2g Consultants Inc.
ENGINEERS • PLANNERS • PROJECT MANAGERS
1150 Morrison Drive, Suite 410, Ottawa, ON, K2H 8S9
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Jp2g No. 19-5031B
February 7, 2024
Village of Merrickville-Wolford
317 Brock Street West,
P.O. Box 340, Merrickville, Ontario, K0G 1N0

Attention: Darlene Plumley
Interim CAO/Clerk

Re: Sewage Capacity Allocation
212 Main Street West Development

Dear Darlene:

We have calculated the average daily sewage flow based on the current apartment unit split between one and two bedroom units and compared the results against the 2023 calculated flows.

	Apartment Unit Type		Commercial	Design Population (persons)
	1 Bedroom / Bachelor Apartment Units (1.4 persons per unit)	2 Bedroom / Bachelor Apartment Units (2.1 persons per unit)	(2 units – assumed 8 staff at 75L/d/staff)	
	2 Units	4 Units		
212 Main St. West	2.8	8.4	8	19.2
Total Design Population				20

The above allowances of 1.4 persons per 1-bedroom and 2.1 per 2-bedroom apartment, and 75L/d/person per City of Ottawa Sewer Design Guidelines.

The average daily sewage flow is calculated as follows: for residential - 17.2 persons x 350 L/p/d x 1 m3/1000L = 3.92 m3/d and for commercial - 8 persons x 75L/p/d x 1m3/1000L = 0.6m3/d. Total flow is 4.52m3/d.

This lot would have been allocated as 1 connection under the committed capacity. The current 2023 calculated per connection flow (i.e. for 212 Main Street West) is 1.34m3/day. Therefore, the additional requested capacity is 3.18m3/day.

The net difference of 3.18m3/d represents approximately 3 connections which could be accommodated within the system design should Council wish to allocate additional sewer resources to this project. This is based on the per connection flow rate of 1.34 m3/connection/day calculated using the updated 5 year average daily flow between 2019 and 2023 of 531.4 m3/d.

Sincerely,

Jp2g Consultants Inc.
ENGINEERS • PLANNERS • PROJECT MANAGERS

Neil Caldwell, P.Eng PMP
Chief Executive Officer

NC/

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7a

CORPORATION OF THE VILLAGE OF MERRICKVILLE - WOLFORD

BY-LAW No. 04-2024

BEING a By-Law to TO APPOINT A CLERK

WHEREAS Section 228 (1) of the Municipal Act, 2001, as amended, provides that Council shall appoint a Clerk whose duty it is to record, without note or comment, all resolution, decisions and other proceedings of Council; if required by any member present at a vote, to record the name and voter of every member voting on any matter in question; to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council; to perform the other duties required under this or under any other Act; and to perform such other duties as assigned by the municipality;

NOW THEREFORE THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD, BY ITS COUNCIL, HEREBY ENACTS AS FOLLOWS:

1. That is hereby appointed as Clerk for the Corporation of the Village of Merrickville-Wolford effective February 12, 2024.
2. That this By-law shall come into force and take effect on February 12, 2024.

READ a first and second time this 12th day of February, 2024.

READ a third and final time and passed this 12th day of February, 2024.

Michael Cameron, Mayor

Darlene Plumley, CAO/Clerk (interim)

7b

Report to Council

Date: February 12, 2024
From: Finance Department/Treasurer Rahm
Re: 2024 Water and Wastewater Rates

RECOMMENDATION:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the 2024 water and wastewater rates; and
AND FURTHER THAT Council considers By-law 05-2024, being a by-law to amend By-law 24-03, to adopt the 2024 Water and Wastewater Rates; and

1. Schedule "A" of By-law No. 24-03 shall be amended as attached.
2. The amended rates of Schedule "A" shall come into force and take effect the 1st day of January, 2024.
3. Schedule "B" of By-law No. 24-03 shall be amended as attached.
4. The amended rates of Schedule "B" shall come into force and take February 12, 2024

BACKGROUND:

The *Sustainable Water and Sewage Systems Act, 2002*, requires municipalities to assess the costs of water and to develop plans to charge appropriate rates and generate sufficient revenue to finance capital and operating costs of sewer and water systems. The *Sustainable Water and Sewage Systems Act* requires municipalities to institute full cost accounting and recovery for water and wastewater services. They cannot be financed through property taxes.

ANALYSIS:

Staff are recommending a 3% increase for 2024. Applying a 3% increase to the water and wastewater rates, the base user rates for residential and multi-residential water and wastewater classes combined will increase from \$158.14 to \$162.87, per unit, per month. The Industrial, Commercial and Institutional classes will see a base user rate increase from \$242.60 to \$249.87, per unit, monthly. The base rate for properties on water only will increase from \$52.72 to \$54.30. The base rate includes up to 7.5 cubic metres per unit, per month. The rates for metered water/wastewater, after 7.5 cubic metres per unit, per month, will increase from \$8.42 to \$8.67 per cubic metre, and for water only users from \$2.79 to \$2.88.

Our water and wastewater services are now considered financially sustainable. However, in order to remain financially sustainable, the Village will need to continue to increase rates by approximately 3% annually in order to keep pace with inflationary pressures. Our underground infrastructure is aging, and many of the Village sanitary and water pipes were installed around 1950's – 1970's and are increasingly in need of repair. Without an annual increase, the Village risks not having enough finances to replace and repair aging infrastructure.

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BUDGET/LEGAL IMPLICATIONS:

The 2024 draft budget includes the estimated revenue due to the increase in user rates. The user fees for water are estimated to be \$483,786 and for wastewater \$852,238.

Conclusion:

Staff recommend that Council adopt By-law 05-2024, as attached, being a by-law to implement the new water and wastewater rates for 2024.

ATTACHMENTS:

- By-law 05-2024 – Amend By-law 24-03 with 2024 Water and Wastewater Rates
- Water/Wastewater 2024 Draft Budget

Submitted by:

Approved by:

Kirsten Rahm,
Manager of Finance - Treasurer



Darlene Plumley, CAO/Clerk

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW NO. 05-2024

BEING a By-law to amend By-Law 24-03, the By-law to enact Rules and Regulations for the Installation, Repair, Maintenance and Access to Water Meters, Sewer Services and Related Appurtenances; the Billing and Collection of Charges for Water and Sewer Usage; and the Penalties for Offences

WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford did pass By-law 24-03 to enact the installation of water meters and collection of charges for water and sewer;

AND WHEREAS section H. 1 of By-law 24-03 allows for the changing of rates from time to time by municipal by-law;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford does deem it necessary to increase the water and sewer service rates;

NOW THEREFORE the Council of the Corporation of the Village of Merrickville-Wolford does hereby enact as follows that:

1. Schedule "A" of By-law No. 24-03 shall be amended as attached.
2. The amended rates of Schedule "A" shall come into force and take effect the 1st day of January, 2024.
3. Schedule "B" of By-law No. 24-03 shall be amended as attached.
4. The amended rates of Schedule "B" shall come into force and take effect on the passing of this By-Law.

READ a first and second time this 12th day of February, 2024.

READ a third and final time and passed this 12th day of January, 2024.

Michael Cameron, Mayor

Darlene Plumley, CAO/Clerk

Village of Merrickville-Wolford

Schedule "A" to By-Law No. 05-2024

Water/Sewer Service Rates

Water/Sewer Service Rate Calculation

WATER SERVICE TYPE	BASE RATE (per month)	METERED WATER/ SEWER SERVICE RATE (per cubic meter of water)
A) Independent Residential Unit	\$162.87 per unit monthly on water and sewer for the first 7.5 M3 \$54.30 per unit monthly for water only for the first 7.5 M3	\$8.67 per cubic meter after 7.5 cubic meters (c.m.) per unit \$2.88 per cubic meter after 7.5 cubic meters (c.m.) per unit
B) Multiple Residential Unit	\$162.87 per unit monthly on water and sewer for the first 7.5 M3	\$8.67 per cubic meter after 7.5 cubic meters (c.m.) per unit
C) Industrial/Commercial/ Institutional Units	\$249.87 per unit monthly for the first 15 M3	\$8.67 per cubic meter after 15.0 cubic meters (c.m.) per unit

Village of Merrickville-Wolford

Schedule "A" to By-Law No. 05-2024

Water/Sewer Service Rates

Water/Sewer Service Rate Calculation

WATER SERVICE TYPE	BASE RATE (per month)	METERED WATER/ SEWER SERVICE RATE (per cubic meter of water)
A) Independent Residential Unit	\$162.87 per unit monthly on water and sewer for the first 7.5 M3 \$54.30 per unit monthly for water only for the first 7.5 M3	\$8.67 per cubic meter after 7.5 cubic meters (c.m.) per unit \$2.88 per cubic meter after 7.5 cubic meters (c.m.) per unit
B) Multiple Residential Unit	\$162.87 per unit monthly on water and sewer for the first 7.5 M3	\$8.67 per cubic meter after 7.5 cubic meters (c.m.) per unit
C) Industrial/Commercial/ Institutional Units	\$249.87 per unit monthly for the first 15 M3	\$8.67 per cubic meter after 15.0 cubic meters (c.m.) per unit

	A	B	M	N	O	P
1		Water and Wastewater	2023 budget	2023 Actuals	2024 Budget	
2		Operating Revenues				
6	15-5470	Environment Recovery	\$0	\$602		
7	16-1130	Water Billing	\$463,382	\$469,694	\$483,786	
8	16-1530	Sewer Billing	\$823,610	\$827,416	\$852,238	
9	16-1630	Sewer Revenue - Septage	\$15,000	\$9,159	\$10,000	
10	16-1910	Water And Sewer - Penalty	\$20,000	\$27,216	\$30,000	
11	16-1911	OCWA credit	\$0	\$0	\$0	
12	16-1916	Fire dept	\$0	\$0	\$0	
13	16-1917	Bldg dept commercial base water	\$2,328	\$2,328	\$2,328	
15	16-1919	library well sampling	\$3,427	\$3,427	\$3,427	
16	16-1920	W & S Connection Charge	\$700	\$1,117	\$1,200	
17	16-1921	Easton Corners CC well sampling	\$3,427	\$3,427	\$3,427	
18	16-1925	Water Certificate	\$200	\$200	\$200	
19	16-1926	Cost recoverable	\$5,000	\$0	\$0	
20	16-1927	Misc revenue	\$1,000	\$1,369	\$1,000	
21	16-1928	W & S Capital Replacement Charges	\$34,000	\$28,476	\$34,000	
22						
23			\$1,372,074	\$1,374,431	\$1,421,606	
24						
25		Operating Expenses				
26	17-4126	Environment - OCWA - Water	\$374,913	\$372,435	\$377,561	
27	17-4127	Environment - OCWA - Wastewater	\$383,884	\$386,565	\$412,058	
28	17-4130	Environment - Service Contract	\$4,000	\$3,358	\$4,000	
29	17-4135	Administrative Costs	\$10,000	\$10,000	\$10,000	
30	17-4136	Environmental - PIL Tax	\$2,100	\$2,210	\$2,300	
31	17-4140	Environment - Office Supplies	\$509	\$297	\$500	
32	17-4142	Environment - Utilities	\$5,000	\$4,268	\$5,000	
33	17-4152	Environment - Consulting Serv	\$0	\$0	\$0	
34	17-4153	Environment - Maintenance	\$0	\$0	\$0	
35	17-4158	Environment - Insurance	\$21,000	\$15,111	\$16,000	
36	17-4160	Environment - Line Break & connection Repair	\$10,000	\$10,041	\$10,000	
37	17-4165	Environment - Cost Recovery	\$0	\$630	\$0	
38	17-4180	Environment - New Service Conn Recoverab	\$5,000	\$0	\$0	

	A	B	M	N	O	P
39	17-4182	Water meter replacement/repairs	\$8,000	\$257	\$5,000	
40	17-4190	Environment - Water/Sewer W.O.	\$1,500	\$2,006	\$2,200	
41	17-4350	Environment - CLI-ECA requirement	\$0	\$1,131	\$1,200	
42	17-4365	Main Street Loan Payments	\$29,496	\$29,072	\$29,072	
43	17-4370	New Sewer Plant Loan Payments	\$201,255	\$201,255	\$201,255	
44	17-4371	WS - Transfer to reserve	\$155,517	\$155,517	\$175,760	
45			\$1,212,174	\$1,194,153	\$1,251,906	
46						
47		remaining user fees to transfer to capital			\$169,700	
48						
49						
50	Capital Projects					
51	OCWA major maintenance		Budget	User Fees	WS Carryforward reserve	WS reserve
52	27-4100	Major maintenance wwtp per OCWA	\$84,700	\$84,700		
53	27-4310	Major maintenance wtp per OCWA	\$85,000	\$85,000		
54						
55	Carry forward capital					
56	27-4111	STP reserve capacity analysis/Master plan	\$33,500		\$33,500	
57	27-4114	Grouting	\$50,000		\$50,000	
58	27-4116	Manhole covers	\$20,000		\$20,000	
60						
61	New Capital					
62	27-4117	Water Meter replacement added after budget	\$200,000			\$200,000
63		Totals	\$473,200	\$169,700	\$103,500	\$200,000

From: Ryan Dillabough <1182kilmarnockorchard@gmail.com>
Sent: Thursday, January 18, 2024 4:09:12 PM

Subject: Letter regarding speeding etc for Kilmarnock island Road

Hello Mayor Micheal Cameron;

We hope this letter finds you well and that you and your loved ones had a safe, healthy and amazing New Year!

This is Ryan & Khristal Dillabough over here on Kilmarnock Road on the island. I'm writing to you in regards to the insane speeding and damages on this thin and short little island road. We have been made aware the past few years many of our neighbours ex, The Beelich's, Oostrom's, Ms Wanders etc have tried many times with many complaints to try and get 60 kms an hour AT MAX speed signs up for so many reasons. The walkers, dogs, small children and business, I could go on.

I'm going to try not to take up much of your time I know you're a busy man.

Now that Kilmanrock Orchard (Our orchard) is up and running full swing again, along with a flower shop a few doors down and ogilvie's to name a few of the businesses down here. The road is quite busy. Which is fine and GREAT :)...but it's a short island road and the road itself is very narrow. I can name many walkers whom walk a few times a day whom have to constantly dodge fast fast moving vehicles, (once ms wanders was walking with her dog and they where working on building a new house. So she had to go around a big truck, yeah well it went speeding by and she was scared to death. She jumped back and went into the ditch and up and around instead, no small feat at her age) so many have almost been hit more times than we can count. Mrs. Hope down near the locks was telling me of how last summer she was out in her front yard and heard a car come flying down (obviously not from around here) slammed into the bridge (the hand crank locks) more recently our dog marshmallow was clipped in our lane when a speeder came flying off of the road and then took off (\$12,000.00 and some dollars later and we are aware that the speed limit was taken off of the table perviously because quote "there have been no incidences so its not of concern" Please don't think we are naive to think signs fix everything ... BUT we can all attest to how whom ever put up the signs last summer THEY WORKED. We where sitting on the deck thinking "my everyones moving slowly lately" then we got in the car and went for a little jaunt and saw the signs. I can swear to you the minute you had them taken down.... We could tell.... We where outside and I was grabbing the mail and a tow truck went flying by me so fast it threw my hair up and over my face and nothing but dirt and gravel and dust was all I could see... we thought maybe it was a fluke but then another went speeding by shortly after and again we went for a drive and saw the signs where gone Not only the speed signs but the "Caution watch for pedestrians etc" signs... surely you can't tell me those where hurting anything?? Now its a mess out here again. I am aware that an Opp officer is on your board and said that an analysis was done (report) and we would all like to see that please as its public knowledge. Something needs to be done to help not only the

people who live on this tiny road but the people whom use it and those who access it through orchard season and other businesses as people line the narrow road on both sides to cross with children and animals and elderly to come to the orchard and its NOT AT ALL SAFE. Pleas help me.PLEASE we all beg of you before something happens to a human and someone goes after the town and sees the long list of complaints. Can you please please direct me by letting me know where I need to go or whom I need to talk to next.

I sent you a letter in early December, I called Tuesday the 16th of January to talk to you and check on that status. I left a message but never heard back. So I called again today (Thursday January 18th) and Emma told me I would have to email you as she had passed the message along but I hadn't heard from you yet.

I cannot tell you how eager I am to hear back from you. Were have started an online Facebook page and petition in hopes to prove we aren't crazy but we need help and hope that our Mayor will certainly help us and stand behind us, instead of it getting voted off the table every time. THIS is indeed important and I urge you for help before its too late.

Kindest regards,
Ryan & Khristal Dillabough @ Kilmarnock Orchard



MERRICKVILLE-WOLFORD
Jewel of the Rideau

**DELEGATION REQUEST
FORM**

for February 13, 2024

Should you wish to appear as a delegation to Council at one of their regular meetings, you are required to complete this request form. This form, together with any supporting materials, *must* be received by the Clerk at least seven (7) days prior to the meeting at which the delegation is requested. The date requested may not be the date on which your delegation will be heard. The Clerk will confirm the date your delegation will be heard. Please note a maximum of two (2) delegations are permitted per Council meeting. Each delegation will be permitted ten (10) minutes to make their presentation.

Name: Hunter McGill Organization (if applicable): Friends of the Rideau

Address: Box 1232, Stn Main, Smiths Falls, ON K7A 5C7

Phone Number: 613 233 3472 Email: info@rideaufriends.com

The delegation is for (check one): information only request to Council

Brief description of topic to be discussed:
Report to Council on the operation of The Depot visitor center in 2023 and the use of the grant from the Village to Friends of the Rideau.

If you are making a request to Council, please state your specific request:
n.a.

Are you providing supporting materials? Please note all supporting materials will become part of the Council Agenda package that is made available to the public.
 Yes No

The Clerk reserves the right to approve, refuse, defer or refer any delegation.

Delegations shall abide by the Rules of Conduct and shall:

1. Not speak on any subject other than the subject for which they have received approval to address.
2. Not enter into cross debate with other delegations, administration or Members of Council.
3. Not appear for the purposes of publicly announcing a local event.
4. Refrain from public outbursts, shouting, or behavior intended to disrupt the debate, discussion and/or general proceedings of the meeting.

Upon the completion of a presentation by a delegation, any discourse between Members and the delegation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Once a motion has been moved and seconded, no further representation or questions of the delegation shall be permitted.

Conduct of Members of the Public

No person at a meeting shall:

1. Speak aloud at a meeting or address Members without first receiving permission of the Chair to do so;
2. Speak disrespectfully of any persons;
3. Use profane or offensive words or insulting expressions against the Council or Committee or against any Member, staff or guest;
4. Resist the rules of Council or Committee or disobey the decisions of the Chair or of Council or Committee on questions of order or practice or upon the interpretation of the rules of Council;
5. Cause any disturbance to the Council or Committee or staff or guest or any person in attendance;
6. Interrupt any member while speaking through speaking out, noise or disturbance;
7. Be permitted to attend another meeting of Council or Committee after being ordered to vacate, having committed a breach of any rule of Council, and without having first met with the Mayor or Chair and the Chief Administrative Officer, and having satisfied the Mayor that their conduct at future meetings will be in conformity to the rules.

I, Hunter McNeil, have read the above and agree to comply with the rules as set out.


Signature

21.01.2024
Date

Report to Council

Date: February 12, 2024
 From: (Interim) CAO/Clerk Plumley
 Re: Departmental Activity Update

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Departmental Activity Update as presented.

Draft Event By-law	Pending	March 12, 2024
Staff to the options for increased circulation of public notices through the use of an automated email platform.	Ongoing	
Petition to request CP Rail to cease the use of the train horns between 11 p.m. and 6 a.m.	Emailed Transport Canada to determine procedure	
Historical Designation of the McGuigan Cemetery.		Attached 11. a)
Mr. Symon indicated he would follow up with the review (McLeans Landing) and submit a report to Council concerning the actions above.	Ongoing	
Petition from Mary-Lynn Bedard and Robin Chinkiwiski concerning a four way stop sign at the corner of County Roads 15 and 16 in the United Counties of Leeds and Grenville, to control traffic and allow for safe pedestrian crossing for adjacent community and seniors' residence; deferred pending the results of the United Counties of Leeds and Grenville Road Study with an estimated receipt prior to year-end.	Proposed motion provided for the March 11, 2024 meeting requesting signage from the United Counties	
Research process required to introduce renewal fees on Building Permits. Adjust Permit fees to increase annually based on cola index	Researching options based on what other Municipalities have found successful	
Confirm if application B146-23 meets the requirements of the Water Allocation Policy.		attached
Municipal By-law related to noise related issues with regard to animal control; determine options moving forward.	By-law review ongoing	COW April 22

Staff investigate whether a more detailed description of the traffic counts regarding vehicle/weight/axle width is available for review.	pending	
Girl Guides World Thinking Day Proclamation request	Lighting Museum and Municipal Building	PWM to assist
HR Update Positions		
Accounts Clerk	Filled Shelley MacKenzie	Start date February 13, 2024
Org Review Tasks Update		
Confirm date for a Facilities and Roads Tour	pending	
Additional Training Opportunities	ongoing	
Policy Development	ongoing	
Seek assistance from HR professional	quotes received	item #9. b i)
Use of escribe system	Clerk will provide	Commencing February 2024

Tasks arising from the Committee of the Whole January 15, 2024

March 11, 2024 Council

- Update flag policy ...
 - List pre-approved flags
 - identify time frame.
 - when pole is not being utilized by other organizations/use municipal flag
 - review protocols of other municipalities
- Liaise with Parks Canada concerning location/size/criteria of flag being considered (visual impact)
- Obtain pricing for Community Flagpole and installation.
- RFP for posts and baskets Merrickville Streetscape

April 25th, 2024 COW

- Develop a template which will provide mandates and direction to Advisory Committees outlining their role and responsibilities.
- Committee Terms of Reference/Who Does What
Scope of Work
Committee Clerk as staff support
- Forward to the Community Wellness Advisory Committee Research/options for Composting investigate options available to encourage composting alternatives for residents and ratepayers.
- Undertake a review of the Municipal By-laws relating to Dog Control, Noise, Permit Fees
- Review options which might address Illumination concerns raised/possible amendment to the Property Standards (directional lighting)

Waste and Recycling Collection

- Review options for extension of hours
- Consider shared services with abutting municipalities.
- Analyse costs associated with expansion of service.
- Develop a survey to circulate to ratepayers/residents based on the financial implications associated.

Jasper Bridge

- Request assistance from a third party
- Approach Canada Post to entertain a mailbox on the other side.
- Coordinate clearing with the United Counties once the storm has stopped/investigate signage to identify when clearing could be expected
- Circulate plowing and snow removal policies to Council.
- Catwalk on bridge/long term consideration

Report to Council

Date: February 12, 2024
From: (Interim) CAO/Clerk Plumley
Re: Human Resources Consultant Request for Quotes

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the report presented regarding the Human Resources Consultant Request for Quotes;

AND FURTHER THAT the quote obtained from ML Consulting with the amount ranging from \$20,400 to \$24,000 plus H.S.T. is deemed to be the successful bid.

AND FURTHER THAT Interim CAO Plumley be authorized to enter into the agreement with ML Consulting to complete the 2024 Compensation Review based on the workplan provided.

AND FURTHER THAT this cost be included in the 2024 operating budget for the Village of Merrickville-Wolford.

Background:

Based on the direction provided in the Organizational Review undertaken by Shaping Organizational Solutions and E. Dean and Associates which recommended the engagement of a third-party Human Resources consultant to;

- Update and develop new job descriptions, HR Policies, implement effective recruitment and retention strategies and workplans.
- Undertake a job evaluation and pay equity review and/or update a Pay Equity Plan
- Develop a CAO Performance Evaluation Program

Several municipalities were approached to determine if we could share assistance. There was no interest shown in proceeding. A scope of work was developed and circulated to two qualified consultants.

	ML Consulting	Christine Nadeau.
Timeframe	End of March	End of April
Experience	Provided similar expertise to similar size and circumstance Municipalities	Experience with all size government and Not for Profit and Woodbine Entertainment
Cost	\$20,400 to \$24,000	\$60,000

Financial Impact: \$20,400 to \$24,000

Attachments:

Scope of Work requested. Scoring of Quotes received Individual quotes available upon request.

Prepared and signed by Interim CAO Plumley Barlene Plumley

Township of Merrickville-Wolford Human Resources Consultant

Scope of Work:

To achieve the desired end, the key objectives are as follows:

- Introduce a new job evaluation system to evaluate all positions to ensure internal equity and compliance with the Pay Equity Act;
- Review job content and evaluate all positions; review job value for positions identified in the market review to ensure equitable and defensible band placement;
- Conduct a customized external market review of select municipal comparators, determine market positioning for positions using various percentile comparisons;
- Review and update the Compensation Philosophy and Strategy, including percentile targets; identifying current and future directions;
- Develop a revised salary grid structure for all positions based on the competitive pay market and compliance requirements; test for compression and appropriate pay differentials;
- Develop an updated Pay Equity Plan; identify risks and compliance obligations;
- Provide recommendations regarding other compensation-related policies and programs including pay for performance, market assessments, hours of work and trends in municipal compensation;
- Prepare a draft Summary Report in presentation format suitable and appropriate for Council; finalize the Summary Report;
- Assist in the implementation of the updated program, engaging key stakeholders through an effective communication strategy during the implementation phase to optimize understanding and support for compensation changes, including Council and Senior Management Team (SMT) presentations; and Provide training and tracking tools to assist in future maintenance.

Report to Council PW 02-2024
Date: February 12,2024
From: Public Works Manager Cole
Re: Brush Amnesty Dates

RECOMMENDATION:

THAT: Council receive report PW-02-2024, being a report to provide Council with information required to consider the approval of three brush amnesty cycles for 2024;

AND FURTHER THAT Council does hereby approve attachment "A" the 2024 brush amnesty days at the landfill (Recommended)

OR

AND FURTHER THAT: Council does hereby not approve Attachment "A" the 2024 brush amnesty days at the landfill. (Not recommended)

BACKGROUND:

The brush amnesty program has been running for several years now and has been very well received and utilized by residents.

We have experienced several significant weather events over the last few years that have caused residents to have to deal with more brush.

This is a way for residents to keep their yards clean and do their part in keeping our municipality looking beautiful.

In keeping with the Village's commitment of openness and transparency to Council and the public, it is deemed prudent to provide Council with relevant information they need to make informed decisions.

ANALYSIS:

Springtime is when most residents would be outside cleaning up their yard after a tough winter season.

This winter has proven no different than any other and produced windstorms that have caused damage to trees and left branches down. Staff feel that the three brush amnesty cycles would assist residents who wish to get their yards cleaned up safely.

The current burning By Law prohibits some residents the ability to burn clean brush within their own yards and this provides a safe alternative.

The brush can be burnt at the landfill under the watch of staff, and staff have found this to be a cost-effective way to get rid of the brush. If the brush must be eradicated during a burn ban, then it can be ground down, and then used on the landfill site for cover material. In keeping with Ministry of Environment (MOE) regulations both options are within guidelines. It should also be known that the landfill does accept grass clippings, weeds, and leaves at no charge to residents as these are composted and reused on site for cover material.

BUDGET/LEGAL IMPLICATIONS:

The budget implication is the cost to have a staff member watch over the fire while it burns down or to have the pile chipped by a third-party company. The cost for the first option is an hourly wage for staff time and the second would depend on the volume of material but is normally an hourly rate of \$100-\$150 per hour.

CONCLUSION:

It is the recommendation of staff that council approve the three cycles of brush amnesty days. This allows our residents to keep their yards clean and clear of brush debris that can be a fire hazard if left to dry in place.

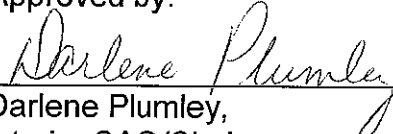
ATTACHMENTS

Attachment "A" Brush amnesty day chart

Submitted by:

Brad Cole,
Manager Operations/Fire Chief

Approved by:



Darlene Plumley,
Interim CAO/Clerk



MERRICKVILLE-WOLFORD
Jewel of the Rideau

Brush Amnesty Days 2024

Spring Cycle- April 6th, 13th

Summer Cycle- June 8th, 15th

Fall Cycle- September 7th, 14th.

The Village of Merrickville- Wolford invites residents to bring one half ton truck or 4×8 utility trailer load free of charge to the landfill. Residents will be allotted one load per property with their landfill card per cycle shown above.

9c

Report to Council PW 01-2024

Date: February 12,2024
From: Public Works Manager Cole
Re: Equipment Surplus

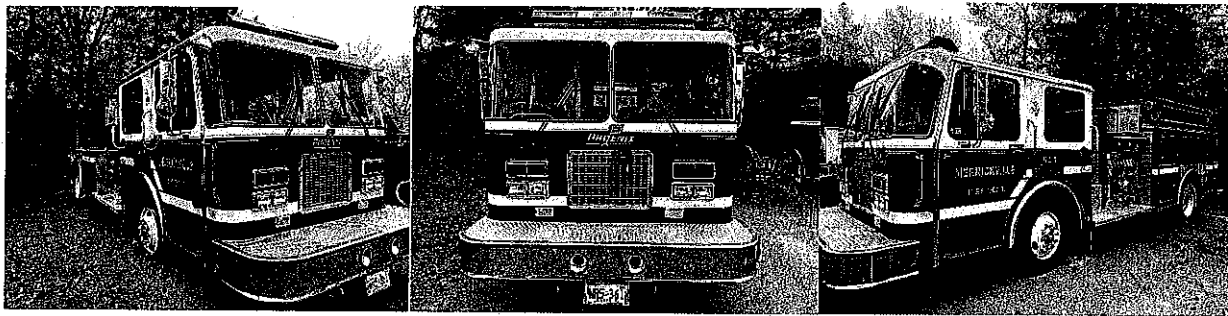
RECOMMENDATION:

THAT: Council receive report PW-01-2024, being a report to make Council aware of surplus equipment that will be sold on Gov Deals for revenue.

BACKGROUND:

The operations/ Fire Department have some used equipment that has been replaced or taken off the road due to condition. The Municipality has an account with Gov Deals to surplus this equipment. The equipment and description that would be used is listed below for Councils information.

Make: Spartan Fire Truck
Model: Pheonix INC
Mileage: 26272
Year: 1991
VIN: 4S7PT9S08NC004745
Engine: Cummins VT 240
Transmission: Allison Transmission
Last In Service: March 2022
Pump: Waterous CSYBX #23908
Starts/ Runs
Tires: Ok
Known Issues: Frame has considerable rust and holes not safe for the road.



1993 International Tandem with dump box and power lift gate
Make: International
Model: 4900
Mileage: 67,647
Year : 1993
VIN: 1HTSDPPR2PH498808

84

Engine: International DT466 7.6 L6 Diesel

Transmission: 10 speed Manual

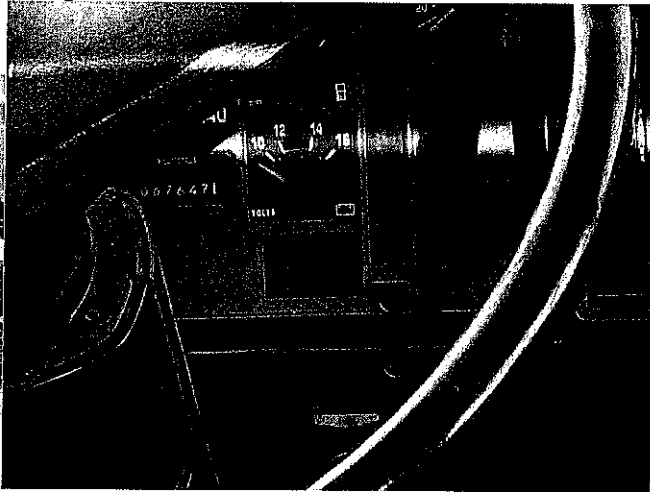
Last in Service: Fall of 2022

Starts/Runs

Tires: Ok

Fuel tank: Passenger side leaks, drivers side okay

Known Issues: Tilt Box rotting, Passenger side gas tank doesn't work, Gas Guage doesn't work, needs muffler, drivers side seat needs repaired, needs tailgate repaired, needs both cab mounts replaced, needs manifold gaskets, needs rocker panel



Make : Chevrolet

Model: Silverado 2500

Mileage: 263001

Year: 2002

Vin: 1GCHK24U92E120049

Engine: V8 6.0L CC 264 CID

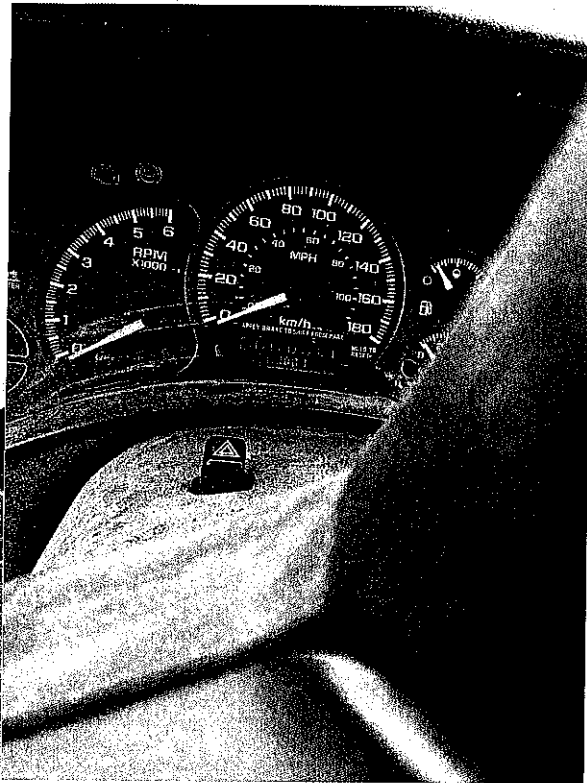
Transmission: 4-spd auto w/OD

Last In Service: Spring 2022

Starts/Runs

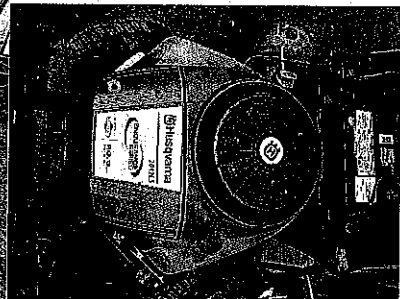
Tires: Good

Known Issues: Body and frame show heavy rust from being a plow truck, interior seats need replaced, needs muffler, check engine light is on.



Make: Husqvarna
Model: 2042LS Ride on mower
Briggs and Stratton 20
Hours: 499

General Condition: Lawn mower drives and works as should, oil just changed, needs new blades.
Too small for the municipality, just sits around.



Thomson Technology Diesel Generator
Panel type : UCS 200B
Ser : 1322401-43533
DC Volts 12
AC Volts 600
AC phase 3
DC amps 10A
AC amps 70A



ANALYSIS:

In alignment with our Purchasing and Procurement Policy section,

Disposal of Surplus and Obsolete Goods

The disposal of surplus and obsolete goods shall be evaluated on a case-by-case basis. Surplus and obsolete goods includes, but is not limited to, equipment, furniture, and vehicles. The department head in conjunction

29.2 Means of Disposal of Surplus Goods

Surplus and obsolete goods may,

- a) Be offered to other departments or public bodies.
- b) Be sold by external advertisement, formal request, auction, or public sale where it is deemed appropriate, a reserve price may be established.
- c) Be sold or traded to the original supplier or others in that line of business, where it is determined that a higher net return will be obtained than by following other procedures.
- d) Be donated to a registered charity.
- e) Be recycled; or
- f) Be scrapped in the event that all efforts to dispose of goods are unsuccessful.

The sale or offer of such goods to employees, Municipal Councilors, or their family members, is prohibited.

BUDGET/LEGAL IMPLICATIONS:

The budget implications would be a revenue source from the surplus of the equipment that could be used towards the purchase of new equipment.

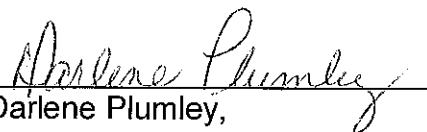
CONCLUSION:

This report is for information for Council so you are aware of the equipment that is being sent for surplus to Gov Deals.

Submitted by:

Brad Cole,
Manager, Operations

Approved by:



Darlene Plumley,
CAO/Clerk